2005-2006 General Catalog

PITT
Community College

Important Phone Numbers

Admissions Counselors
      Business Division – (252) 493-7261
      Construction & Industrial Division – (252) 493-7371
      University Transfer – (252) 493-7222
      Health Sciences – (252) 493-7268
      Legal Sciences/Public Services – (252) 493-7531
      Developmental Courses – (252) 493-7217

Vice President of Student Development – (252) 493-7211

Cashier's Office – (252) 493-7234

College Outreach – (252) 321-4579

Economic & Community Development – (252) 493-7388
      (Continuing Education Programs)

Evening Programs – (252) 493-7267

Financial Aid – (252) 493-7339

General Information – (252) 493-7200

Library – (252) 493-7350

Lifelong Learning, Basic Skills – (252) 493-7396

PCC Police/Public Safety – (252) 493-7777

Pitt County JobLink Career Center – (252) 321-4534

Registrar – (252) 493-7232

Student Government Association – (252) 493-7226

Transcripts – (252) 493-7232

Weekend College – (252) 493-7627

Pitt Community College Foundation – (252) 493-7287

PITT COMMUNITY COLLEGE

Winterville, North Carolina

Pitt Community College is accredited by the
Commission on Colleges of the
Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097:
Telephone number (404) 679-4501)
to award Associate Degrees

**CATALOG OF COURSES
DAY AND EVENING PROGRAMS**

**Volume XXIX
2005 - 2006**

Pitt Community College publishes this catalog to provide students and other interested persons with information about the College and its programs. The information provided is up-to-date as of June 1, 2005. For information about changes after this date, contact the Office of the Vice President of Institutional Advancement or the Office of the Chief Curriculum Officer or the appropriate Dean.

The provisions of the catalog are not to be regarded as an irrevocable contract between students and Pitt Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered in this publication may secure additional information from the Office of the Vice President of Student Development Services, Pitt Community College, P. O. Drawer 7007, Greenville, North Carolina 27835-7007; telephone (252) 321-4211, Vernon White Building, Room 4.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, sex, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity institution. **For Admissions information please call (252) 321-4245 or visit our web page at: http://www.pittcc.edu.**
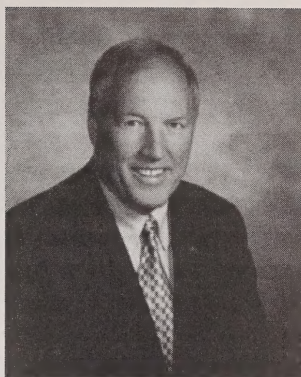
PRESIDENT'S MESSAGE

We are delighted that you are interested in Pitt Community College and look forward to serving you. Our wide array of programs, courses, and support services will assist you, as our mission states, "for success in life, in higher education, in the workforce, and in a global economy."

The high quality of the academic and co-curricular programs at PCC provides a distinctive, learner-centered experience. Faculty and staff are committed to student success, and students are invited to take advantage of the wealth of opportunities offered. From occupational and university transfer programs to professional development classes, attention to detail and the individualization of learning are emphasized. This catalog provides you with a detailed description of the College's requirements, procedures, and offerings, and you can also consult our web site (www.pittcc.edu) for the most up-to-date information and activities. Do not hesitate to contact our faculty, deans, counselors, Office of Student Development, or any college employees with questions regarding your planning and success. We are dedicated to helping you achieve your educational goals.

In November 2004, the Board of Trustees endorsed a Master Plan for facilities development for the next eight years. This fall the Humber Building is being renovated for enhanced uses. We also hope to begin work on a major addition to the Fulford Building in the coming year. A Student Center is the first priority for new construction in the future, and I will be asking for your support if a voter referendum is required to secure county funding. We are committed to expanding and improving our campus for better service and an enhanced learning environment for you and those students who follow you.

It is my honor to serve as the leader of a talented and dedicated faculty and staff, and we welcome you to learn more about Pitt Community College. Make the personal commitment to explore options and accomplish your educational and career goals.

Dr. G. Dennis Massey

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PITT COMMUNITY COLLEGE

Academic Calendar – 2005 - 2006

FALL SEMESTER 2005

Convocation	Monday	August	15
Registration: Day and Evening	Tuesday	August	16
Day Classes Begin	Wednesday	August	17
Last Day to Drop/Add	Thursday	August	18
Labor Day (campus closed)	Monday	September	5
Student/Faculty Fall Break	Monday	October	17
	- Tuesday	October	18
Last Day to Officially Withdraw	Thursday	November	11
Last Day to Remove Incompletes	Thursday	November	11
Pre-Registration for Spring Semester:	Monday	November	14
	- Sunday	December	4
Thanksgiving (campus closed)	Thursday	November	24
	- Sunday	November	27
Last Day of Classes	Friday	December	9
Last Evening of Classes	Wednesday	December	14
Final Exams (Day Classes)	Monday	December	12
	- Thursday	December	15

SPRING SEMESTER 2006

Registration: Day and Evening	Wednesday	January	4
Day and Evening Classes Begin	Thursday	January	5
Last Day to Drop/Add	Friday	January	6
Martin Luther King Holiday	Monday	January	16
Spring Break (student/faculty)	Monday	March	13
	- Friday	March	17
Easter Holiday (campus closed)	Friday	April	14
	- Sunday	April	16
Student/Faculty Break	Monday	April	17
Last Day to Officially Withdraw	Thursday	April	6
Last Day to Remove Incompletes	Thursday	April	6
Pre-Registration for Summer Term:	Monday	April	10
	- Sunday	April	30
Last Day of Classes	Thursday	May	4
Reading Day	Friday	May	5
Last Evening of Classes	Wednesday	May	10
Final Exams (Day Classes)	Monday	May	8
	- Thursday	May	11
Graduation	Friday	May	12

SUMMER TERM 2006

Registration: Day and Evening............................ Monday   May   22
Day and Evening Classes Begin.......................... Tuesday   May   23
                (Full and Mini Semester A)
Last Day to Drop/Add.....................................Wednesday   May   24
Memorial Day Holiday... Monday   May   29
End Mini Semester A .... Monday   June   26
Begin Mini Semester B.. Tuesday   June   27
Independence Day Holiday (campus closed)......... Monday   July   3
                                 - TuesdayJuly   4
Last Day to Officially Withdraw...............................Friday   July   7
Last Day to Remove Incompletes ....Friday   July   7
Pre-Registration for Fall Semester:...................... Monday   July   10
                                   - Sunday   July   30
New Student Orientation/Faculty Workday ....Wednesday   July   19
                      (no classes)
Last Day of Classes..Wednesday   August   2
             (Full and Mini Semester B)
Last Evening of Classes ....Wednesday   August   2

CALENDAR OF SPECIAL EVENTS

Staff & Faculty Fund Drive	August 22 – September 9
President's Banquet	September 20, 2005
PCC Fall Golf Classic	October 5-6, 2005
Fall Fest	October 6, 2005
Veteran's Day Ceremony	November 2005
Holiday Show	November 4-6, 2005
Lights of Knowledge	November 21, 2005
Down East Boat Show, Williamston	January 27-29, 2006
Scholarship Auction	February 23, 2006
Academic Excellence Luncheon	April 7, 2006
Spring Fling	April 5, 2006
Graduation	May 12, 2006

ORGANIZATION

PITT COMMUNITY COLLEGE FOUNDATION

The Pitt Community College Foundation, Inc. was created to receive gifts and secure external resources for the college. During the past year, the PCC Foundation has established several successful special events, created the Century Club, and developed new scholarship endowments. Individuals wishing to contribute to the Foundation may contact Susan Nobles, Executive Director, at (252) 321-4287. Members of the Foundation are:

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Clifton Boyd	Greenville, NC
Vera Braswell	Greenville, NC
Hope Clark	Macclesfield, NC
Connie Corey	Winterville, NC
Deborah Davis	Greenville, NC
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Billy Dunn	Winterville, NC
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Foundation Board Chair: Kenneth Ross

Executive Director: Susan Q. Nobles
C/o Pitt Community College
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Brian P. Miller, Ed.D. ....Assistant to the President
and Director, Institutional Effectiveness
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Curriculum Instruction

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Curriculum Instruction
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Glory Mizzelle, M.S.I.T. ....Coordinator, Weekend College
Cheryl Rice, M.A.Ed. .... Workforce Development Consultant
VACANT .... Administrative Assistant to the
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Patricia Baldwin, M.A. .... Instructor, English and Humanities
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Tammy Bishop, M.Ed. .... Instructor, Math – Developmental

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Jessica Blake, B.S. ....Instructor, Developmental Mathematics
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                                        Mathematics - Developmental
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                                        Physical Education and Baseball Coach

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                                        Marketing and Retailing
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                                        Business Administration
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                                        Information Systems - Generalist
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                                        Human Resources Management
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J. Franklin Lee, M.B.A. ....Instructional Coordinator,
                                        Real Estate and Appraisal
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William R. Lewis, II, B.S.....................................Instructional Coordinator,
                                        Information Systems – CISCO and Network
                                        Administration and Support, Systems Security

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VACANT   ..... Instructor, Network Administration and Support

VACANT   ....Instructor, Medical Office Administration

Construction and Industrial Technology Division

Van Madray, M.Ed.   ....Dean, Construction and Industrial Technology Division

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VACANT	....Department Chair, Nursing
VACANT	....Instructional Coordinator, Medical Assisting, CTC/CPR
VACANT	.... Instructor, Nursing

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Preschool Laboratory Staff

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Deborah Parker-Cannon, A.A.S.	.... Preschool Teacher
Bettie Smith	....Cook
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Tina L. Farmer, A.A.S. .... Coordinator, Course Development Support
Kim Rouse, A.A.S. .... Administrative Assistant to the Office of Instructional Technology and Distance Education

ECONOMIC AND COMMUNITY DEVELOPMENT

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Ella Barnes, A.A.S. ....Administrative Secretary, Literacy
Charlotte Bartholomew.. Administrative Secretary Economic and Community Development
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Belinda Grubbs, M.A.Ed. .... Instructor/Coordinator, Learning Center
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Glenda Washington, A.A.S................................. Administrative Secretary, Economic and Community Development

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Alfonzo Wright, Jr., M.A. ....Going Home Initiative/Case Manager
                                        Pitt County JobLink Career Center
VACANT   ....Career Consultant,
                                        Pitt County JobLink Career Center

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Vickie Bowen   ....College Store Clerk
Eyleen Brooks, A.A.S. .... Administrative Secretary, Business Manager
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J. Byron Dickens, B.S...Director, College Store
Alan T. Edwards, B.A.. Chief, Public Safety
Jenny B. Edwards, A.A.S. ....Payroll Technician
Pat Hardee, A.A.S.   ....Purchasing Technician
Judy Harris, A.A.S.   .... Assistant Manager, College Store
Kathryn T. Harrison   ....College Store Clerk
Tia S. Holloman, A.A.S... Payroll Clerk
Donna C. Huggins, A.A.S. .... Dispatcher/Administrative Secretary,
                                        Public Safety
Cynthia Jernigan, B.A. .... Staff Accountant
James G. Landen, A.A.S. .... Copy Center Production Technician
Bethany Lane, A.A.S. ....Accounts Payable/Travel Technician
Kay Lee, A.A.S.   .... Human Resources Assistant
Rudy Lloyd   .... Courier Services Technician
Debra P. McGowan, M.A. .... Director, Human Resources
Janice B. McGowan, B.S.. Director, Purchasing
Frances Daugherty   .... Head Cashier
Angie Peaden, A.A.S.   ....Accounting Technician
Clarence B. Penn, Jr., BLET Certified .... Public Safety Officer
Tracey Rabun, A.A.S. ....Accounts Receivable Technician
William "Bill" Reichstein, B.S. .... Public Safety Officer
Ginger Richardson, B.S.B.A.. Cashier
Jay Shingleton, B.S.   .... Public Safety Officer
Charles Taft, A.A.S.   ....Manager, Courier/Shipping and Receiving
Linda V. Teel   ....College Store Clerk
Robert Walton   .... Courier Services Technician
Judy Williams, A.A.S.. .... Human Resources Assistant

Facility Services

Ashley Dail, HVAC License, Diploma .... Director, Facility Services
Bobby L. Allen .... Housekeeper
Thurman Barnes .... Groundskeeper Assistant
Keith W. Bielby, Sr., Diploma.................................... Supervisor, Grounds
Willie Brown, Jr., Diploma.. Housekeeper
David L. Carmon .... Housekeeper
Marty Corbett .... Housekeeper
Kelvin Cox .... Groundskeeper Assistant
Willie L. Cox .... Housekeeper
Mae Lee Daniels .... Housekeeper
James T. Gorham .... Supervisor, Night Housekeeping
Aron Harper .... Housekeeper
Kelly Moore, A.A.S. .... Administrative Secretary, Facility Services
Timothy Moore, Electrical License, Diploma......... Maintenance Technician
William E. Nobles .... Groundskeeper Assistant
Douglas Shirley .... Housekeeper
Larry Smart, Electrical License, A.A.S.................. Maintenance Technician
VACANT .... Maintenance Mechanic

OFFICE OF THE VICE PRESIDENT OF INFORMATION TECHNOLOGY AND SERVICES

Susan E. Everett, M.S....................Vice President, Information Technology
and Services
Kris Anderson, B.S. .... Web Coordinator
Susan S. Basnight, M.L.S. ....Cataloging Librarian
Stephanie Bowers, Ph.D.. ....Serials/Reference Librarian
Jason K. Bratton, A.A.S. ....Personal Computer Technician
Laura Lynne Corbett, A.A. .... Facilities Scheduling Officer
Susan D. Counterman, B.S. .... Application Programmer/Analyst
Roxanne W. Davenport, M.L.S. .... Director, Library Services
Angela Davis, M.L.S. .... Reference Librarian
Larry C. Dendy, Ed.D...... Assistant Vice President, Planning and Research
Lisa C. Driver, M.L.S. .... Assistant Vice President, Learning Resources
Cleola Johnson ....Library Assistant
Jennifer G. Joyner, A.A.S...Research Assistant
Lottie N. Joyner .... Library Technical Assistant
for Circulation Services
Linda C. Leighty, M.A., M.S. .... Director, Learning Technologies
Karen LeMoine, B.S., CCNA, CCAI ....Network Technician
James P. Leo .... Director, Network Services
Connie S. Lloyd, B.S., C.B.M.I. .... Internal FTE Auditor

Brian P. Miller, Ed.D. ....Director, Institutional Effectiveness
Julie Moseley .... Administrative Assistant to the
Vice President, Information Technology and Services
Clara Myers, M.L.S. ....Coordinator, Library Evening Services
Frank Norris, A.A.S. ....Webmaster
Joseph L. Schuhbauer, M.B.A., M.S. .... Director, Administrative
Computing
Matthew Smith, M.S. ....Research Coordinator
Teresa W. Thompson, A.A.S. ....Library Technical Assistant for
Learning Technologies
Billy Vines, A.A.S. .... Instructional System Administrator
Rita B. Williams, A.A.S....................Bookkeeper/Administrative Assistant,
Learning Resources
Wes Wooten, B.S. ....Supervisor, Computer Technical Support

OFFICE OF THE VICE PRESIDENT OF
INSTITUTIONAL ADVANCEMENT

Susan Q. Nobles, M.Ed. .... Vice President, Institutional Advancement
Gretchen Baugh, A.A.S. .... Marketing Technical Assistant
Lisa B. Elmore, A.A.S., CEOE .... Administrative Assistant to the
Vice President, Institutional Advancement
Rob Goldberg, B.A. .... Communications Specialist
Dewey Grubb, A.A.S. ....Resource Development Technical Assistant
Sandra Hardison, B.A. .... Coordinator, Resource Development/
Grantwriter
D. Gene Hemby, B.S. .... Director, Tech Prep/VISIONS Advisor
John Moore, A.A.S. .... Coordinator, Community Relations
Jane Power, B.I.D. .... Director, Marketing
Debra Gray, M.S., C.A.S. .... Coordinator, VISIONS Program

OFFICE OF THE VICE PRESIDENT OF
STUDENT DEVELOPMENT SERVICES

Donald R. Spell, Ed.D .... Vice President, Student Development Services
Ella L. Atkinson ....Admissions and Record Specialist
Curtis Best, B.S. .... Evening Counselor
Michael L. Bridgers, M.P.A., C.D.T. .... Director, Disability Services
Lola A. Brown, A.A.S. ....Administrative Secretary, Disability Services
John M. Cayton, M.A. ....Admissions Counselor
Yvette Chauncey, A.A.S. ....Assistant Registrar
Ray W. Congleton, M.A.Ed. ....Director/Counselor, Evening Programs
JoAnn Elkins, A.A.S. ....Administrative Secretary, Financial Aid

Betty Foreman, A.A.S............... Administrative Assistant, Student Services
Stacy Gaskins, B.S. ....Placement Testing Assistant
Andrea Harper, A.A.S........................... Admissions and Records Specialist
Rosemary Johnson, A.A.S... Financial Aid Advisor
Tami Kernen, M.A.Ed...Admissions Counselor
Kathy O. Kinlaw, M.A.Ed. ....Director, Admissions and Enrollment
Shiela Lee, M.Ed., LPC, NCC....................................Admissions Counselor
Norma Manning, B.S. ....Financial Aid Assistant
April L. Moore, A.A.S. .... Administrative Assistant to the Vice President,
Student Development Services
Nicole L. Nicholas, M.A. .... Lead Interpreter for Deaf
and Hard of Hearing
Samantha S. Parry, A.A.S. .... Admissions and Records Specialist
Theresa Rawls, A.A.S. ....Administrative Secretary, Counseling
Jeff Ramey, M.A.Ed. ....Intramurals/Recreation Coordinator
Lisa M. Reichstein, B.S. ....Director, Financial Aid Services
Leslie D. Rogers, M.Ed. ....Assistant Vice President, Student Services
Bobbe Martin Rouse, M.A. ....Coordinator, Career Services
Sonji Rowsom, B.S. ....Financial Aid Officer
Mary Lee Smart, A.A.S ....Administrative Secretary, Counseling
Hal Smith, M.A.Ed., N.C.C..Admissions Counselor
Marguerite C. Stephens, M.A.Ed. .... Coordinator, Student Activities
Mary L. Tate, M.A.Ed. .... Director, Counseling
Rhonda J. Wells, A.A.S. .... Admissions and Records Specialist
Marietta Williams, A.A. .... Registrar
Kimberly F. Williamson, M.A.Ed. ....Coordinator, Placement Testing
Wendy Wooten, B.S. ....Financial Aid Assistant
VACANT ....Coordinator, Tutorial and Academic
Success Center/International Programs and Services
VACANT .... Director, Student Support Services
VACANT .... Administrative Secretary,
Student Support Services
VACANT ....Counselor, Student Support Services
VACANT ....Math/Science Academic Specialist,
Student Support Services
VACANT .... English/Reading Academic Specialist,
Student Support Services
VACANT ....Student Activities Specialist/Softball Coach

HISTORY OF THE COLLEGE

In March, 1961, Pitt Community College was chartered and designated by the State Board of Education as an industrial education center. The College began its operation as Pitt Industrial Education Center during the same year. Dr. Lloyd Spaulding served as the director of the center. The programs developed and expanded, and in 1964, the school was designated a technical institute by the State Board of Education. The name was changed in July, 1964, to Pitt Technical Institute, and it opened in its new facility, the Vernon E. White Building, in September, 1964, with nine curricula and 96 students.

Dr. William E. Fulford served as the institution's president from 1964-84. During those twenty years the institution experienced many changes and much growth.

In 1970, a second building, the Robert Lee Humber Building, was completed, providing an additional 31,458 square feet to serve the citizens of Pitt County.

In 1975, an addition was made to the Vernon White Building, adding a new student lounge with various recreational facilities. This addition also provided facilities for the Business Computer Programming curriculum. In recent years the White Building has become the College's Administrative Center.

The summer of 1979 brought about two important changes to Pitt Technical Institute. The Kay V. Whichard Building, a 26,000 square foot classroom/shop facility, was completed on campus. Also, the North Carolina General Assembly enacted a bill that changed Pitt Technical Institute to Pitt Community College. The change brought about the addition of the two-year college transfer programs.

Dr. Charles E. Russell was named President of Pitt Community College in 1984. He served as President until August 2003. During his leadership, the college's enrollment grew to 7,822 curriculum and 11,045 non-curriculum students. Due to the enrollment growth, the campus constructed seven new classroom facilities.

The Learning Resources Center (LRC), the Clifton W. Everett Building, was opened in 1987. The facility provides approximately 33,000 square feet of space for library, audiovisual, and media production services and for Individualized Instruction Center services.

A vocational education classroom and lab/shop building, the A.B. Whitley Building, was opened in February, 1990. The 32,300 square foot facility provides space for the following programs: Machinist, Electronic Servicing, Electronic Engineering Technology, Architectural Technology, Manufacturing Engineering Technology, and Industrial Construction Technology. The Industrial and Construction Technology Division office is located in the Whitley Building.

The William E. Fulford Building, a 44,500 square foot classroom/lab building, was opened in January 1993. This facility provides space for the following programs: Imaging, Health Information Technology, Medical Assisting Technology, Associate Degree Nursing, Occupational Therapy Assistant, Phlebotomy, Radiation Therapy Technology, Radiologic Sciences, Respiratory Care, and the Science Department. The Health Sciences Division office is located in the Fulford Building.

The Welding/Masonry Building, a 10,750 square foot facility, was opened in April, 1993. This building includes the John Roberts Welding Lab.

The G. Henry Leslie Building, the college's center for Economic and Community Development, was opened in November 1996. The Leslie Building includes the Burroughs Wellcome Auditorium and the Economic and Community Development Division.

The Edward and Joan Warren Building and the Charles Coburn Center opened in January 2000. This building includes the Admissions Counseling Center, Testing Center, SGA office, Student Activities Director office, and the gymnasium.

The 44,716 sq. ft. Raymond Reddrick Building was completed and opened in the Spring 2004. This building includes general classrooms and offices. The Arts and Sciences Division office and Distance Learning Division office is located in the Reddrick Building.

The JobLink Career Center, a collaborative effort of 12 local agencies which provide job-seeking and training assistance to citizens, and qualified job applicants for employers opened in January 1997. The center assists the college in meeting its objectives for workforce development. The JobLink Career Center is located in the Community Square Shopping Center adjacent to the Pitt Community College campus.

In the Fall of 1997, Pitt Community College, as well as the entire North Carolina Community College system, converted from a quarter system to a semester system. Today, Pitt Community College offers forty-four associate degree programs, numerous certificate programs, twenty-two diploma programs, and eighteen college transfer programs. The College has expanded its instruction to include more than 200 classes via the Internet, classes via the NC Information Highway, telecourses, and community-based classes. During Fall semester 2004, 6,208 curriculum students and 4,571 continuing education students were enrolled.

Dr. Dennis Massey was selected to serve as the college's fourth president. Dr. Massey began his tenure on August 1, 2003. He has over 34 years experience in higher education in Oregon, Wisconsin, Japan, and Illinois. Prior to joining the PCC administration, he served as the interim president of McHenry Community College in Crystal Lakes, Illinois.

LOCATION

The College is located on Highway 11, South, between Greenville and Winterville. The College's physical address is 1987 Pitt Tech Road, Winterville, NC 28590. The mailing address is P. O. Drawer 7007, Greenville, NC 27835-7007.

PITT COMMUNITY COLLEGE MISSION

The mission of Pitt Community College is to **educate** and **empower** people for **success**
- In life
- In higher education
- In the workforce
- In a global economy

This mission will be achieved by
- Encouraging lifelong learning
- Establishing positive learning environments
- Ensuring academic excellence
- Enhancing economic development and quality of life and
- Emphasizing multicultural experiences

DIVERSITY LEADERSHIP STATEMENT

Pitt Community College is committed to creating and fostering an environment which is conducive to the inclusion of minorities and females in student, faculty, and staff leadership roles. We believe that the basis of diversity is to create a climate in which the needs, values, and talents of individuals of all cultures and backgrounds are recognized, understood, and addressed in our classrooms and in our workplace.

NON-DEGREE CURRICULUM CREDIT

Students may enroll in available courses from different curricula for possible transfer or self-improvement.

ADMISSIONS

Pitt Community College operates under the open-door admissions policy established in the North Carolina General Statute 115.D. All community colleges maintain an open-door admissions policy for all applicants who are high school graduates or high school leavers 18 years of age or older. The College has the right to selectively place these applicants. For admissions information call 252-493-7245.

GENERAL ADMISSIONS

The basic requirements for curricular programs (Health Sciences Admissions and College Transfer Admissions excepted) are as follows:

1.   The College requires high school graduation or the high school equivalency diploma for all Associate in Arts, Associate in Science, Associate in General Education, and Associate in Applied Science degrees and for most diploma and certificate programs. Selected diploma and certificate programs require students to have at least eight units of high school work or special permission. An official high school transcript is required. NOTE: A "certificate of attendance" does not constitute high school graduation.

2.   Each applicant must submit a completed Application for Admission.

3.   All students take placement tests with the exception of those transfer students who have successfully completed college-level English and mathematics. To qualify for a

waiver based on this exception, the student must present a post-secondary transcript documenting the college-level English and/or mathematics to the admissions counselor. Waivers are also available for students who have made a minimum score on the SAT or ACT. (See ASSET and COMPASS Placement Testing below for additional information.)

4.   Applicants for Electronics Engineering Technology and Architectural Technology should have completed one unit of algebra and one unit of geometry.

5.   Each applicant should make an appointment with an admissions counselor for a personal interview prior to enrollment in the College. The counseling session is designed to acquaint the student with the College and to help the student make a wise choice in program selection.

PLACEMENT TESTING

COMPASS (Computerized Adaptive Placement Assessment and Support System) is offered during select day and evening lab hours on a walk in basis. No appointment is required unless special accommodations are requested. Those requests will be referred to the Disability Services Coordinator. The ASSET placement test is administered for large group testing as needed. The ASSET placement test will also be given to students who prefer to take this paper and pencil placement test. An appointment if required for the ASSET placement test.

To register for placement testing, students should see a Pitt Community College admissions counselor in their curriculum area. A PCC application must be turned in before taking the placement test. A test permit and picture I.D. are required for testing. Children are not allowed in the testing lab.

Students who have taken the SAT and scored a minimum of 500 on the verbal portion of the test will be exempt from the English placement test. Those that have scored a minimum of 500 on the math portion of the test will be exempt from the math placement test. Students who have taken the ACT must receive an average score of 20 on the English and reading portions to be exempt from the English placement test or 23 on the math test to be exempt from the math placement test. In order to receive a waiver from the placement test, students must provide a copy of the score report to the Testing Coordinator if it is not included on their high school transcript. **The minimum scores are**

subject to change without notice. For further information about Placement Testing call (252) 493-7561.

Students who have taken the ASSET or the COMPASS placement test at another institution <u>within the last three years</u> may have a copy of the scores sent to the Placement Testing Office in the Warren Building, Room 2402. These scores can be used to place students into the appropriate English and/or math course. In addition to ASSET and COMPASS, other placement tests may be accepted and will be determined on a case by case basis.

COLLEGE TRANSFER ADMISSIONS

To be eligible for admission to a College Transfer Program, a student must take the Placement Test and place into ENG 095 or higher **and** MAT 080 or higher.

Students that place into ENG 085 or lower and MAT 070 or lower will be assigned to the Associate in General Education (AGE) Program (A10300) until all developmental courses are completed. Once all developmental courses are completed, the students may request a Change of Major with the Counseling Office to enter the College Transfer Program of their choice.

Students that have not taken the Placement Test will be assigned to the Associate in General Education (AGE) Program (A10300) until placement test scores are available.

All students are encouraged to take the Placement Test as soon as possible to determine College Transfer eligibility.

The Pitt Community College college transfer programs are as follows:
> Associate in Arts (General)
> Business Administration (Pre-Major)
> Criminal Justice (Pre-Major)
> Elementary, Middle Grades and Special Education
>   (Pre-Major)
> Associate in Science

For further information about college transfer admissions call (252) 493-7245 and ask to speak with the college transfer admissions counselor and/or see the Placement Testing section on page 31 of the catalog.

HEALTH SCIENCES ADMISSIONS

Health Sciences programs have additional admissions requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admission into the health sciences programs may be obtained from the admissions counselors.

Application and completion of requirements for admission in Fall Semester to the health sciences programs should be completed as early as possible.

The Pitt Community College health sciences programs are as follows:

Associate Degree Nursing   Medical Assisting Technology
Cardiovascular/Vascular Interventional Technology
Medical Sonography   Nuclear Medicine Technology
Health Care Technology   Occupational Therapy Assistant
Health Information Technology   Radiation Therapy Technology
Health Unit Coordinator   Radiography
Human Services Technology   Cardiovascular Sonography
Respiratory Therapy   Therapeutic Massage
Computer Tomography and Magnetic Resonance Imaging Technology
Polysomnography

For further information about health sciences admissions call (252) 493-7245 and ask to speak with the admissions counselor for the program(s) you are interested in or visit our website at www.pittcc.edu.

TRANSFER ADMISSIONS

Pitt Community College will accept students from other post-secondary institutions provided applicants

1. Submit formal applications, and
2. Have official high school transcript and official transcripts from each post-secondary institution attended mailed to the Office of the Registrar. Students with a baccalaureate degree from a regionally accredited college or university are exempt from submitting high school transcripts.

The Vice President of Student Development Services may refuse admission to transfer students not in good standing at previously attended post-secondary institutions.

READMISSION OF CURRICULAR STUDENTS

Students who withdraw from the College for two or more years must reapply by completing an Application for Admission. Official transcripts, placement testing, and additional admission requirements may be requested if not required during period of initial enrollment. Applicants for admission or readmission to Health Sciences programs must follow the Health Sciences Admissions Procedures for those programs.

Students out of school as a result of disciplinary action must appear before the Vice President of Student Development Services and petition for readmission to the College.

PROVISIONAL ADMISSIONS

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements must be completed within the first semester of attendance, including mailing of official transcripts (high school and post-secondary) directly to the Office of the Registrar.

Students not completing admission requirements by the end of the semester will be reclassified as non-degree special credit. This will preclude their receiving financial aid and/or Department of Veteran Affairs (DVA) benefits.

HIGH SCHOOL ADMISSIONS (DUAL ENROLLMENT)

The College admits selected high school students to appropriate college courses as space permits under the following conditions:

1. The student is 16 years or older,
2. The student must be recommended by the high school counselor and have prior written approval from the high school principal and the designated representative for the local board of education, and
3. The student is taking at least two (1/2 time) courses at the high school and is making appropriate progress toward graduation as determined by the school principal, and
4. The registrar of the College approves the enrollment of the student. High school students are exempt from the payment of tuition and activity fees.

HIGH SCHOOL STUDENTS ARE NOT ALLOWED TO ENROLL IN DEVELOPMENTAL COURSES AT THE COLLEGE UNDER THE DUAL ENROLLMENT POLICY.

For further information about Dual Enrollment call Penny Hyde, (252) 493-7745, A. B. Whitley 240.

INTERNATIONAL STUDENT ADMISSIONS

Pitt Community College has been approved by the Bureau of Citizenship and Immigration Services (BCIS) to enroll international students from three categories: permanent residents with alien registration ('green card'), refugees, or student visa holders ('F-1').

An international student present in the United States on a student visa ('F-1') is considered a non-resident for the purpose of tuition payments. Length of stay, payment of taxes, or ownership of property, in themselves, do not qualify an international student for the status of legal resident or domicile. Neither federal nor state student financial aid is offered to an international student; therefore, he/she is required to submit an official bank statement (in dollars) from a bank or appropriate official certifying that the international student has sufficient funds to cover each year of expenses.

In addition to the normal admissions requirements, an international student must meet the additional criteria:

1. Graduation from a high school or equivalent as evidenced by an official copy of the secondary school transcript. All official transcripts must be accompanied by (1) a certified English translation and (2) course descriptions if transfer credit is needed.

2. To demonstrate proficiency in the English language, the applicant must take the Test of English as a Foreign Language (TOEFL) and score at least 173 on the computer-based test or 500 on the paper-based test. Exception: An international student whose country has English as the only official language is not required to demonstrate proficiency in the English language.

    Placement test scores indicated below may be substituted for the TOEFL requirement.

Placement Test	Subscores
Accuplacer/CPT	51.1 (Reading Part)
	52.1 (Sentence Skills Part)

The college offers special English as a Foreign Language curriculum classes, or students may enroll in English As A Second Language classes offered through the Basic Skills Program in the Economic and Community Development Division. All students are required to make their own housing arrangements. For further information concerning international students' admissions, contact the Office of the Vice President of Student Development Services.

POLICY STATEMENTS
INTERNATIONAL STUDENTS IN DISTANCE EDUCATION

Effective fall semester of 2000, Pitt Community College will permit foreign students (non-US citizens) residing outside of the physical boundaries of the United States to enroll in distance education courses through the standard admission process. Since these students will remain in their home countries, Bureau of Citizenship and Immigration Services (BCIS) regulations will not apply; I-20 forms will not be issued, and VISA documentation will not be required for admission. Admission to the College for distance education courses in no way grants immigration or residency status. Distance education foreign students will be charged tuition at the out-of-state rates designated by the North Carolina General Assembly, payable in American currency only.

ENROLLMENT OF UNDOCUMENTED ALIENS

The mission of Pitt Community College is to educate and empower people for success in life, in higher education, in the workforce, and in a global economy. Many of the "people" living in our service area are undocumented immigrants. Therefore, in support of the College's mission it is the policy of Pitt Community College to admit and enroll undocumented immigrant applicants to curriculum, continuing education, and basic skills programs. Undocumented immigrant applicants to curriculum programs do not qualify for the in-state tuition rate and shall be charged the out-of-state tuition rate.

This policy is consistent and compliant with the NCCCS Memorandum CC04-171 issued August 13, 2004, that specifies the criteria for the admission or enrollment of undocumented immigrant applicants.

CRIME AWARENESS AND CAMPUS SECURITY ACT REPORT

As mandated by the Crime Awareness and Campus Security Act of 1990, the Pitt Community College Campus Police Office produces an annual report which includes statistics on offenses and arrests. Copies of this report are available in the Office of Public Safety/Police.

TUITION, FEES AND OTHER EXPENSES

Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. Tuition is set by the North Carolina General Assembly and is subject to change without notice. Textbooks, fees, and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. Any student who does not pay fees will have his/her schedule purged from all classes. Students may not attend class until tuition is paid.

TUITION *Please Note: Tuition is set by the North Carolina General Assembly and is subject to change without notice.*

Fall, Spring, and Summer Semester Full-time Tuition

All North Carolina residents enrolled for sixteen (16) or more curricular credit hours are charged a maximum tuition of $608.00 per semester. ($38.00 per credit hour)

Part-Time Tuition

The tuition charge for North Carolina resident curricular students is $38.00 times the number of credit hours for which the student is enrolled. Example: 6 credit hours x $38.00 equals $228.00.

Senior Citizens

North Carolina residents 65 years of age or older shall be exempted from the payment of curricular tuition and some extension registration fees.

Audit Students

Audit students must pay the same tuition rates as other students.

Internet Students

Tuition and fees for students enrolled in classes via the Internet are the same as the tuition and fees for students enrolled in traditional classrooms.

Out-of-State Students

The entrance requirements and admission procedures for persons who reside outside North Carolina are the same as for residents. Tuition

for non-residents will not exceed $3,376.00 per semester for full-time enrollment. For part-time students, the fee is $211.00 per credit hour.

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. Copies of the applicable law concerning residency classification for tuition purposes are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.* This manual is available for review in the Learning Resources Center. Any new student who desires to request consideration for in-state residence for tuition purposes is encouraged to submit a completed Appendix B to the Office of the Vice President of Student Development Services as soon as possible, but at least two (2) days before the beginning of Pre-registration or two (2) days before Registration. The Residence Committee will only review Appendix B applications that are submitted in accordance with the time line as stated above. The Appendix B form is on the Pitt web page under admissions (out-of-state students).

Under North Carolina General Statues Section (G.S.) 116-143.3, certain members of the armed services and their dependent relatives may be eligible to be charged the in-state tuition rate whether or not they qualify as residents for tuition purposes under G.S. 116-143.1. The pertinent law and implementing regulations are available for inspection in the Office of the Vice President of Student Development Services and may be examined upon request. Included among the requirements are that the member of the armed services and a relative claiming the benefit through a member be living together in North Carolina incident to the supporting member's active military duty. The Appendix D for is on the PCC webpage under admissions (out-of-state students.) This application must be submitted prior to initial enrollment in each academic year for which the in-state benefit is claimed.

For further information contact the Office of the Vice President of Student Development Services at (252) 493-7211.

FEES AND OTHER EXPENSES

All tuition and fees must be paid in the Cashier's Office located in the Vernon White Building. The Cashier's Office is open Monday through Friday 8:00 a.m. to 5:00 p.m. Special hours apply during registration periods. For further information about fees contact the Cashier's Office at (252) 493-7234.

Student Activity Fee

The student activity fee for each full-time student (12 credit hours or more) will be charged during fall and spring semesters at a rate of $19.00 per semester. This fee is prorated for part-time students. This rate is subject to change without notice.

Technology Fee

The student technology fee for each full-time student (12 credit hours or more) will be charged during fall and spring semesters at a rate of $16.00 per semester. This fee is prorated for part-time students. This rate is subject to change without notice.

Accident Insurance Fee

Accident insurance, covering hours in school and transportation between PCC and school supervised and sponsored activities, is required at a minimum cost per semester. Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to expect coverage. All accidents must be reported to the Vice President of Student Development Services within 24 hours of date of accident.

The premium for accident insurance is subject to change annually.

Professional Liability Insurance

Students enrolled in Health Sciences programs are required to purchase professional liability insurance and encouraged to purchase health insurance prior to clinical practice.

Access Fee

The access fee is a nominal charge used to support parking facilities and other related services for on-campus students. It is also used to support access to the college's infrastructure by distance education students. The access fee is mandatory for all students. The

access fee is $4.50 for Fall and Spring semesters and $1.00 for the Summer Term.

Textbooks and Supplies

The cost of textbooks and supplies varies according to the program of study. These items may be purchased from the College Store. The College Store hours are Monday-Friday 8:00 a.m. – 5:00 p.m. Special hours exist at the beginning of each semester. Business hours are posted on the College Store door and bulletin boards throughout the campus.

Student Fees for Laboratory/Clinical/Shop

Lab fees (in the amount of $3.75 per lab hour) are charged for classes which require special equipment or supplies.

Returned Check Fees

A returned check fee of $25.00 will be charged for checks received by the college that have been returned for non sufficient funds or other reasons.

REFUND POLICY

The College is authorized to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (23 NCAC 2d.0202 e) which state that a refund shall not be made except under the following circumstances:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the term.

3. For classes beginning at times other than the first week (seven calendar days) of the term a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.

The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

Activity and insurance fees are nonrefundable. Exception: Students prepaying and dropping all classes prior to the first day of classes as published in the school calendar of the term involved will receive a full refund of all fees.

Students desiring a tuition refund are asked to follow the steps listed below:

1. Contact a counselor to obtain the appropriate withdrawal form,
2. Complete the withdrawal form,
3. Submit the completed withdrawal form to the Office of the Registrar.

Students that prepay and then officially withdraw from the College may receive a full refund of tuition and fees if the official withdrawal is completed before the first day of classes as published in the school calendar of the term involved.

If a student pre-registers using Title IV Financial Aid funds and/or scholarships funds, and (1) fails to maintain measurable satisfactory academic progress resulting in the termination of financial aid, or (2) fails to begin classes during the first week of the term resulting in the termination of financial aid, then the College will credit the amount of tuition and fees to the specific Title IV program or scholarship from which the funds were originally allocated.

When a student recipient of Title IV Financial Aid funds completely withdraws or is dismissed from PCC prior to the 60% point of the term (ex. Fall or Spring Semester, 10 weeks; Summer Semester, 8 weeks), the institution will determine whether and to what extent the student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said students prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated. Students who owe money for Title IV funds will be referred to the US Department of Education for collection. Students must repay funds to the institution within 45 calendar days to avoid overpayment referral.

ACADEMIC REGULATIONS

CLASS SCHEDULE

Pitt Community College normally offers classes between the hours of 8:00 a.m. and 10:00 p.m. five days per week, except on Friday when all classes end at 6:00 p.m.

Non-credit courses for personal, occupational, and community improvement are offered during both day, evening, and weekend hours.

With careful planning a person can complete most of the work required for a degree or diploma in certain programs by attending evening classes.

WEEKEND COLLEGE

Weekend College at PCC offers specific courses and programs only on the weekends. It is tailored for those students and potential students who have lives filled with obligations, such as work and family during the week, who otherwise would not be able to easily meet the requirements to gain educational credentials due to serious weekday time constraints.

In order to help students to matriculate through course work and program offerings, Weekend College instructors will employ a variety of teaching methodologies and strategies that will help students to master large chunks of information and course work in an accelerated format. This will enable students, who do not have developmental deficiencies, to move through programs at a similar rate to those who attend full-time during the day.

Students will be able to obtain an Associate of Arts Degree, several kinds of Associate in Applied Science Degrees and specific certifications on the weekend. For more information about Weekend College, please contact Glory Mizzelle at (252) 493-7627.

REGISTRATION

The College year consists of two semesters and a summer term. Students who are pursuing a course of study must pre-register or register at the beginning of each semester as they progress toward their educational objectives. Returning students must make satisfactory settlement with the College for all indebtedness prior to registration. All students will register during the prescribed registration period for that semester (refer to College Calendar). For further information about registration call the Registrar's office at (252) 493-7232.

Pre-Registration and Registration

Pre-Registration begins approximately the twelfth week of each semester. During Pre-registration, current students and applicants that apply by the deadline may register by phone (252-321-4515 or 1-800-818-2093 for toll free long distance) or by web (www.pittcc.edu, then click on Campus Cruiser). Each student should make an appointment with his/her advisor to review academic progress and plan courses for the coming semester.

This opportunity is an important part of each student's program. Students and their advisors have an opportunity to discuss academic problems on an individual basis and keep abreast of progress.

Those students failing to pre-register by phone or web at the designated time must complete registration on Registration day. Classes begin the day after Registration day. Attendance during the first days of class is critical to student success.

Auditing Courses

Students who wish to audit courses must complete a Declaration of Audit Status form and submit the form to the Office of the Registrar before the end of the drop/add period. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Participation in class discussion and examinations is at the option of the student.

Fees for auditors are the same as for regular students. In the event of limited classroom space, first priority will be given to regular credit students.

Some courses cannot be audited and some may have special requirements. Contact the appropriate academic department head or dean for more information.

AN AUDIT CANNOT BE CHANGED TO CREDIT NOR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES.

FINANCIAL AID RECIPIENTS WILL NOT RECEIVE PAY FOR AUDITING A COURSE.

Registration for Developmental Courses

If students, as a result of placement tests, are found to be deficient in math, English, or other skills, they will be required to take appropriate developmental courses. Students requiring two or more developmental courses must also take ACA 090 – Study Skills.

Developmental courses do not meet elective or graduation requirements.

Dropping and/or Adding Courses

In some instances it is necessary for students to make adjustments in their schedules. Students that register by phone or web may drop classes by phone or web during the designated pre-registration period. During registration, students should see their advisors to drop classes. The College calendar (published in the General Catalog) indicates the last day to drop or add courses. This date is subject to change with proper notification.

COURSE LOAD

Full-time curricular students must take a minimum of 12 credit hours. Normally students take 15 to 18 hours. Students registering for more than 20 credit hours must have a cumulative grade point average of 2.0 or above or permission of the department chair.

Students who are employed more than 15 hours a week should reduce their class load accordingly. Beginning students who have full-time employment are urged to limit class loads to 9 to 12 credit hours until they have demonstrated ability to carry a heavier schedule.

LATE ENTRY

The late entry date is the semester refund date or the class census date, whichever comes last. Students who have registered and paid may enter a class for the first time up to the late entry date. After the late entry date, students will not be permitted to enter without permission of the instructor. The instructor's criteria shall be whether the missed classes can be reasonably made up without loss of instructional quality.

Individual departments may develop a stricter policy if dictated by the nature of the course (example: clinical experiences).

For classes beginning at times other than the first week (seven calendar days) of the semester, the late entry date shall be the census date of the class.

ATTENDANCE

Regular and punctual class attendance is expected of all students. Instructors will/may unofficially drop students after the third week of class (see Unofficial Withdrawal) for the following reasons:

1.   Any student absent five consecutive class hours will be unofficially dropped. (see 4 below)

2.   A student may be reinstated into the class after being unofficially dropped if deemed appropriate by the class instructor.

3.   Students may be unofficially dropped when their absences from class begin to affect the quality of their work or their grades as determined by the class instructor.

4.   An instructor may choose not to unofficially drop a student if the student maintains regular, constructive communication with the instructor during an extended series of absences.

5.   Distance Education students must adhere to the attendance/contact policy stated in courses syllabi.

Students who choose to participate in school-related activities such as SGA and sports must adhere to the attendance policy. The student is responsible for work missed due to school-related activities.

In such cases, instructors will wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum "C" average).

When defining individual course attendance policies, instructors must take into consideration the between-classes time needed for students with disabilities.

This policy represents the minimum requirements for attendance. Other guidelines/policies based on the nature of a course may be added by the instructor subject to approval by the appropriate curriculum Dean.

WITHDRAWAL FROM CLASSES

Official Withdrawal

During the first twelve weeks of a semester, a student may withdraw from standard 16-week courses without penalty. (See College calendar for applicable date each semester.) For all courses other than standard 16-week courses, the 75% point of the class will be the official withdrawal deadline. *FOR STANDARD 16-WEEK COURSES, NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST FOUR (4) WEEKS OF ANY SEMESTER. FOR ALL COURSES OTHER THAN STANDARD 16-WEEK COURSES, NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST 25% OF THE CLASS. ANY EXCEPTIONS TO THIS POLICY MUST BE AGREED UPON BY BOTH THE STUDENT'S CURRICULAR DEAN AND THE VICE PRESIDENT OF STUDENT DEVELOPMENT SERVICES.* Official withdrawals do not count as hours attempted.

Students applying for an official withdrawal during the official withdrawal period must use the following procedure:

1. Obtain a withdrawal form from a counselor or the Office of the Registrar,
2. Complete and have advisor sign form,
3. Have form signed by appropriate office if receiving financial assistance (Pell, VA, WIA, etc.), and
4. Submit completed form to the Office of the Registrar.

After the deadline for official withdrawal, the student should see the curricular Dean of the course he/she is withdrawing from.

Students who officially withdraw from courses will not receive grades for those courses. Only the course(s) for which they registered and the official withdrawal designation will appear on the transcript. For more information, see the counselors or the Office of the Registrar.

Unofficial Withdrawal

An unofficial withdrawal from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for official withdrawal status. This includes students dropped for excessive absences (see Attendance) and not reinstated. Unofficial withdrawals count as hours attempted with quality points of "0" in determining the grade point average (GPA). Students who leave school without officially withdrawing will lower their GPA and jeopardize future readmission to the College. For more information see the counselors or the Office of the Registrar.

VETERANS NOTE: Any course for which an unofficial withdrawal or an "I" (Incomplete) is received may not be retaken for pay purposes under the Title 38, U.S. Code as amended by Public Law 93-508.

ALTERNATIVE CREDIT

Credit by Examination

A student who evidences prior proficiency for a course due to previous work or educational experience may apply for credit by examination provided the student is currently enrolled in the College.

Application for approval to take the examination must be made through the academic advisor and approved by the department chair for that course, using the Permit for Credit by Examination form. If approved, the chair will make arrangements for the student to take an appropriate test administered by a departmental instructor.

Examinations will be scheduled at the discretion of the department chair. No student may be permitted to take an examination without presenting the properly executed Permit for Credit by Examination to the course instructor.

ALL EXAMINATIONS MUST BE COMPLETED DURING THE FIRST 12 WEEKS OF EACH SEMESTER. A STUDENT MAY NOT TAKE AN EXAMINATION FOR CREDIT MORE THAN ONCE FOR ANY ONE COURSE.

All grades other than "F" will be recorded on the student's permanent academic record.

Students applying for credit by examination must use the following procedure:

1.	Contact the advisor and the department chair for that course to obtain the Permit for Credit by Examination,
2.	Contact and have the Office of the Registrar sign the permit,
3.	Pay additional nonrefundable tuition, if applicable, and
4.	Present permit to instructor who will administer the examination.

The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of approval of the permit by that office. Credit hours will count toward graduation; these will be computed in grade point average as grades and quality points will be recorded.

Credit by Examination cannot be included in the 25% residency requirements. (see Transfer Credit)

Challenge Examination

Students enrolled in a course may feel they have become proficient in course subject matter based on work or educational experience. They may, with the instructor's approval, "challenge" the course by taking the challenge examination during the first twelve weeks of the semester. A student may not challenge a course more than once.

CHALLENGE EXAMINATION DOES NOT APPLY TO AUDIT STUDENTS. (see Audit)

Transfer Credit

Curricular students are responsible for requesting official transcripts from all previously attended institutions (secondary and post-secondary).

Transcripts for all students enrolled in a curricular program will be evaluated automatically. Transcripts of course work completed at a college or university located outside of the United States must be accompanied by (1) a certified English translation and (2) course descriptions if transfer credit is needed.

Legal specialty courses taken at colleges outside of North Carolina must meet the quality standards set forth by the American Bar Association to be eligible for transfer.

Courses taken at a regionally accredited institution in which a minimum grade of "C" was earned and a comparable course is offered at Pitt Community College may be accepted in transfer if appropriate to the student's program of study.

A maximum of forty (40) semester hours may be transferred from other institutions toward completing an associate degree. All transfer students must complete at least 25% of the credit hours required for a degree, diploma, or certificate at Pitt Community College. Within the 25%, at least twelve (12) semester hours must be major course work (departmental prefix designation) for a degree or diploma. Credit by examination cannot be included in the 25% residency requirements.

Transfer credit for work experience cannot be allowed except through the organized and supervised cooperative education (CO-OP) program. Academic credit is not allowed for previous work experience outside of the supervision of the College; however, a student may challenge relevant courses by examination. (see Credit by Examination)

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of "Transfer Credit Practices of Designated Educational Institutions," published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or similar publications.

Credit for Non-Traditional Learning

Pitt Community College will evaluate non-traditional educational records for possible transfer credit. Full documentation must be provided before an evaluation can be made.

A maximum of forty (40) semester hours may be transferred from other institutions toward completing an associate degree. All students receiving transfer credit for traditional and/or non-traditional learning must complete at least 25% of the credit hours required for a degree, diploma, or certificate at Pitt Community College. Within the 25%, at least twelve (12) semester hours must be major course work (departmental prefix designation) for a degree or diploma. Credit by examination cannot be included in the 25% residency requirements.

Advanced Placement Examinations/CLEP

Students of the College may request transfer credit for subjects tested under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded.

Educational Experiences in the Armed Services

Educational experiences in the armed services may be submitted for transfer credit evaluations. To request an evaluation of military service schools, the student must complete the following steps:

1.   Complete one copy of the Request for Course Recommendation form for each course submitted for evaluation. This form is available in the Office of the Registrar.

2.   Attach documentation of successful completion of course. Documentation may include DD Form 295 Application for the Evaluation of Educational Experiences During Military Service, DD Form 214 Armed Forces of the United States Report of Transfer or Discharge, course completion certificates, AARTS (Army/ACE Registry Transcript

System) transcripts, or MOS (Military Occupational Specialty) Evaluation Score Reports.

3. Submit completed form and appropriate documentation to the Office of the Registrar.

Military educational experiences are evaluated using the ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit must be applicable to the student's current degree or diploma requirements. Only hours earned are awarded.

Distance Learning

Courses are offered via several different modes of delivery including the Internet, the NC Information Highway and blended courses. PCC is a state leader in distance learning with approximately 200 different courses taught via the Internet, the most popular mode of delivery. Internet courses offer students convenience and flexibility by allowing them to complete class work around their individual schedules. Internet classes allow for learning "anytime, anyplace." However, Internet courses are typically more difficult than on-site courses.

Courses provided via the Internet at PCC maintain the same quality and standards as traditional classroom courses. The courses are designed and delivered to meet the regular course objectives.

Degrees and Certificates On-Line
➢ Degree: Associate of Applied Science in Business Administration
➢ Degree: Associate of Applied Science in Information Systems (Generalist)
➢ Degree: Associate of Applied Science in Health Information Technology
➢ Degree: Associate of Applied Science in Computer Programming
➢ Certificate: Management Applications and Principles
➢ Certificate: Information Systems Technology
➢ Certificate: Managerial/Small Business Accounting
➢ Certificate: Marketing Certificate
➢ Certificate: Starting Your Own Business
➢ Certificate: Technology for Educators
➢ Certificate: Basic Accounting Certification
➢ Certificate: Health Information Assistant
➢ Certificate: Health Care Accounting
➢ Certificate: Object Oriented Programming
➢ Certificate: Administrative Managers
➢ Certificate: Home Office Computing

- ➢ Certificate: Computer Software Applications
- ➢ Certificate: Medical Office Administration
- ➢ Certificate: Healthcare Finance Budgeting
- ➢ Certificate: Healthcare Leadership and Management
- ➢ Certificate: Healthcare Management Technology
- ➢ Certificate: Leadership Certificate
- ➢ Certificate: Business Administration – Human Resources Management Certificate
- ➢ Certificate: Basic Office Technology Certificate

For more information call (252) 493-7608 or e-mail jsweetin@email.pittcc.edu.

Experiential Learning

Pitt Community College does not consider experiential learning or life experiences for transfer credit evaluation. However, students who evidence prior proficiency for a course due to previous work or life experiences may apply for credit by examination or challenge examination. (see Credit by Examination and Challenge Examination)

Advanced Placement Credit for High School Students

Pitt Community College and Pitt County Schools have entered into an articulation agreement to provide advanced placement for selected high school courses. High school graduates who successfully complete one or more of the selected courses and present evidence of the required level of mastery of skills (VoCATS score and B or better) in the course(s) will be granted credit at Pitt Community College for the comparable course in a degree or diploma program.

The following procedure applies to awarding credit for coursework through advanced placement:

1. The PCC departmental advisor, through consultation with the student and review of appropriate documentation, will complete the PCC Advanced Placement form to recommend credit for the course. The advisor will submit the form to the department chair responsible for the course.
2. The department chair will verify the eligibility of the course for PCC advanced placement. Upon approval, the department chair will submit the form to the Office of the Registrar.

3. Upon graduation from high school, if the student enrolls at Pitt Community College within one year, the advanced

placement credit will be recorded on the student's permanent academic transcript.

Credit hours will count toward graduation; the advanced placement grade (AP) will not be computed in the grade point average, and quality points will not be recorded.

GRADE POINT AVERAGE (GPA)

The cumulative grade point average is determined by dividing the total number of quality points by the total number of credit hours of work attempted.

The major grade point average is calculated on the required courses for the student's current major, including only the highest grade earned on each course. (See Graduation Requirements)

DEAN'S LIST AND HONOR ROLL

All full-time students in a major maintaining a semester grade point average between 3.50 and 4.00 will be recognized on the Dean's List. Those maintaining a semester grade point average between 3.00 and 3.49 will be recognized on the Honor Roll.

The Dean's List and Honor Roll are prepared by the Office of the Registrar and mailed to all local or area newspapers of the students qualifying for either. The newspaper is selected based upon the student's address of record.

A student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the semester the "Incomplete" is received.

GRADING SYSTEM

The following grading system is used by Pitt Community College effective Fall Semester 1998. Prior to this date, the College used a seven point grading system. Some curricula require a course grade of C in order to progress to the next course or term. Specific grading policies and procedures, including numerical scales, will be stated in each course syllabus.

Letter	Numerical Equivalent	Quality Points Per Semester Hour
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60-Failing	0
W	Unofficial Withdrawal	0
*OW	Official Withdrawal	0
*NA	Never Attended	0
*I	Incomplete	0
*AU	Audit	0
*T	Transfer Credit	0
*AP	PCC Advanced Placement	0
*S	Satisfactory	0
*U	Unsatisfactory	0
*NG	No Grade Submitted by Instructor	0
*IP	In Progress**	0

*Not included in computing grade point average.
**Given in developmental courses (courses numbered less than 100) when progress has been made but required objectives for the course have not been met.

For further explanation of grades, refer to the "Attendance and Withdrawal from Classes" sections on pages 45 - 46.

INCOMPLETE

An "Incomplete" is given at the discretion of the instructor when a student demonstrates satisfactory progress in a course but needs more than one semester to complete the requirements of the course. To qualify for a grade of "I," a student must be enrolled in a course the last ten days of the semester. No grades or quality points are awarded because of incomplete work.

In order to remove an "I" in a curriculum course, the student must complete the work during the first twelve weeks of the next semester immediately following receipt of the "I" (see College Calendar). (EXCEPTION: To remove an "IP" in a developmental course, a student must re-enroll in the course.) An "I" that is not removed during the first twelve weeks remains on the transcript but does not calculate in the student's grade point average. If the student fails to remove the "I" during the twelve-week grace period, the student must re-enroll in the course IF CREDIT FOR THE COURSE IS NEEDED.

A student receiving an "I" in a prerequisite course may not proceed to the sequential course without permission of the instructor or, if absent, the department chair.

ACADEMIC PROGRESS

The policy governing academic progress at Pitt Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. A cumulative grade point average of 2.00 must be earned in the required courses in all curricular programs.

Academic Probation

A student is placed on academic probation when the cumulative grade point average falls below the academic probation level according to the standards of academic progress.

Unsatisfactory Academic Progress

A student who remains on academic probation for the second consecutive semester is considered making unsatisfactory progress for that semester.

If after two (2) consecutive semesters **Veteran** students have failed to maintain minimum GPA requirements according to the academic progress scale as stated in the institutional catalog, VA educational benefits will be terminated. Veteran students may continue to attend the institution but cannot receive VA educational benefits. When a veteran student's GPA is brought back to scale, he/she may resume receipt of benefits.

Satisfactory Academic Progress

A student is considered making satisfactory academic progress until placed on academic probation for the second consecutive semester; then the student is considered making unsatisfactory academic progress as of the beginning of that semester. Federal regulations require that a student receiving federal financial aid of any kind be making satisfactory academic progress (see Financial Aid).

Good Academic Standing

A student who is not on academic probation or suspension is considered in good academic standing.

Standards of Academic Progress Scale

The following scales establish standards of academic progress to ensure that the student will attain a cumulative grade point average of 2.00 required for graduation. Academic probation is defined as any GPA less than the GPA shown in the column below.

Scale for Diploma and Certificate Programs

Hours Toward Degree	GPA
0-9	1.00
10-18	1.35
19-27	1.75
28-and above	2.00

Scale for Associate Degree Programs

Hours Toward Degree	GPA
0-10	1.00
11-20	1.25
21-30	1.50
31-40	1.75
41-50	1.90
51-and above	2.00

This policy does not apply to students classified as non-degree (those students not working toward a degree or diploma).

Grades are available to students at the end of each semester via phone and web.

The cumulative hours earned on the grade report includes credit hours transferred from other colleges and previous coursework taken at Pitt Community College.

FORGIVENESS POLICY

Students may have retaken courses to improve their performance or may have earned low grades in courses that are not required in the current major. Pitt Community College grants a unilateral forgiveness policy that automatically applies to all students: only the **highest** grade earned for each course and only those courses required for graduation in the selected major will be included in the major grade point average (major GPA) and total semester hours of credit toward graduation.

The permanent academic transcript reflects all courses attempted and all grades earned. The cumulative grade point average (cumulative GPA) includes the highest grade earned for each course.

PRIVACY OF EDUCATIONAL RECORDS

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Pitt Community College supports the rights and privacies afforded each student by the Act and is in compliance with its provisions.

Within the College, only those individuals acting to facilitate the student's educational pursuits shall have access to a student's educational records. This includes instructors, advisors, department chairs, Deans, student services personnel, and other staff and faculty with an educational responsibility to the student. The College will not release educational records to individuals or agencies not associated with the College without the prior written consent of the student with the exception of those situations exempted by statute in the Act.

Each student has the right to inspect and review the educational records maintained by the College that are directly related to that student. Educational records include admission documents, registration documents, grades, and other supporting documents which are maintained in the student's permanent academic file in the Office of the Registrar. Educational records also include tests, assignments, and grade calculations maintained by faculty in departmental files. A student does not have the right to inspect documents containing educational information related to other students.

Requests to inspect and review educational records shall be made by the student in writing to the Office of the Registrar. The College will comply with such requests within a reasonable time period not to exceed forty-five days after the written request is made. Requests by students to challenge the contents of educational records must be made in writing to the Office of the Registrar.

Directory information (student's name, address, e-mail address, telephone, date of birth, major, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational institute attended) may, at the discretion of the College, be released without written consent of the student in accordance with the provisions of the Act. A student may prevent disclosure of directory information by notifying the Office of the Registrar in writing. Requests for non-disclosure must be filed annually.

Additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained from the Office of the Registrar or the Library.

TRANSCRIPTS

Student transcripts are available under the provisions of The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Under this Act, written consent from the student is required before the student records can be released to anyone. Additional information may be obtained from the Office of the Registrar. Pitt Community College requires a written request 24 hours prior to release of a transcript.

All financial obligations to the College must be cleared before any transcript will be released.

For further information contact the Office of the Registrar at (252) 493-7232.

VERIFICATION OF ENROLLMENT

Students may request verification of their enrollment at the College through the Office of the Registrar. Verification requests for the current semester will not be processed until after the census date for that semester. Student enrollment verification is made available to financial aid lenders through the National Student Loan Clearinghouse (NSLC). Initial reporting to the NSLC will not be done until after the census date for the semester. A student may prevent disclosure of enrollment information by notifying the Office of the Registrar in writing. Requests for non-disclosure must be filed annually.

TRANSFER TO OTHER INSTITUTIONS

Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curricular courses and electives. The College maintains a file of catalogs of many other colleges and universities in the counselors' offices and in the Learning Resources Center. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

Students planning to complete Pitt Community College graduation requirements at another college should refer to GRADUATION AFTER TERMINATION OF ATTENDANCE.

CHANGES IN REGULATIONS

Pitt Community College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as deemed necessary.

CHANGES IN MAJOR COURSE OF STUDY

Students desiring to change major courses of study must receive academic counseling. A request for change of curriculum is initiated with an admissions counselor, signed by both previous and new advisors, and returned to the Office of the Registrar. No registration schedule should be completed by an advisor until this is done.

Students who plan to graduate should not request a change of curriculum until all required courses have been completed in their current curriculum (although they may take courses outside the current curriculum prior to its completion). This will enable the Office of the Registrar to evaluate all transcripts for credit under the correct catalog of record. Please refer to TRANSFER CREDIT and CATALOG OF RECORD.

Students who plan to pursue two curriculums simultaneously may do so by completing a request for double major with the Office of the Registrar.

STUDENT CLASSIFICATIONS

Freshman	A student who has earned fewer than 32 semester hours of credit
Sophomore	A student who has earned 32 or more semester hours of credit
Full-time Student	A student who is registered for twelve or more semester hours of credit
Part-time Student	A student who is registered for less than twelve semester hours of credit
Non-degree Curriculum	A full-time or part-time student not seeking a degree or diploma

GRADUATION REQUIREMENTS

Upon recommendation of the faculty and the approval of the board of trustees, appropriate degrees, diplomas, or certificates will be awarded to students successfully completing the requirements of the curricula in which they are enrolled.

All students must:

1. Complete course requirements as prescribed in the catalog of record of the candidate for graduation (see Catalog of Record),
2. Earn a minimum of 2.0 grade point average ("C" average) in the required courses of the curriculum * for which they are applying for graduation,
3. Clear all financial obligations to the College,
4. Complete at least 25% of credit hours required for the degree, diploma, or certificate at the College, of which 12 semester hours must be major course work with appropriate departmental prefix designation for a degree or diploma (see Transfer Credit), and
5. Apply for graduation with faculty advisor by the fifteenth calendar day of the semester of anticipated graduation.

* All health science students (excluding Human Services Technology) must maintain a grade of "C" in all major courses.

In some cases, circumstances may warrant the substitution of a course for a course required for graduation. Substitutions must be approved by the student's advisor, the Dean, and the registrar.

Students should meet with their advisors and complete their graduation checklists during pre-registration for the candidates' last semester of attendance. The advisors will submit a list of potential candidates for graduation to the registrar and to the Vice President of Student Development Services. After validation by the Office of the Registrar, the Vice President of Student Development Services will be notified of candidates' eligibility for graduation. Those students determined ineligible will be notified by their advisors.

Students are eligible to graduate with honors if their major GPA is 3.50 the semester prior to graduation in the curriculum from which they are graduating. (See exception under Summer Graduates Participating in Spring Ceremonies.)

Graduation exercises are held in May. Degree and diploma recipients are eligible to march.

Students pay for their caps, gowns, and diploma jackets. The College provides degrees, diplomas, and certificates.

SUMMER GRADUATES PARTICIPATING IN SPRING CEREMONIES

Students scheduled to graduate at the end of summer semester may request to participate in the spring semester graduation ceremony.

Students desiring to participate during the spring graduation ceremony
- Should make an appointment with their advisors to discuss their graduation readiness
- Must be within 12 hours of graduation or have approval of the Dean
- Must register and pay for ALL classes needed to graduate in August before the end of the spring semester (student's advisor is responsible for verifying)
- Must pass all courses taken in the spring
- Must pay fees for graduation

Summer graduates participating in the spring graduation ceremony will not be eligible to receive an honor cord prior to the spring graduation ceremony. If eligible, these students may only receive an honor cord upon completion of all graduation requirements at the conclusion of the summer term.

In addition,
- All requests for summer graduates to participate in the spring graduation ceremony are due at the same time requests for spring graduation are due
- There will be no refunds of graduation fees if the student does not graduate

GRADUATION AFTER TERMINATION OF ATTENDANCE

All students who wish to receive a degree from Pitt Community College after terminating their attendance with course requirements not met must, in addition to the requirements shown in GRADUATION REQUIREMENTS, receive approval of the courses to be taken at the college they plan to attend. This approval must be in writing from the Office of the Registrar. A maximum of twelve (12) credit hours will be approved to be completed within twelve (12) months of termination of attendance.

CATALOG OF RECORD

Students in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum, or they have the option of choosing the requirements of a subsequent issue. Students not in continuous

attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

REPETITION OF COURSE WORK

With the consent of their advisors, students may repeat courses in which a "D," "F," or "W" grade was earned on the first attempt.

Any course repeated will be recorded on the academic transcript. Only the highest grade will be calculated in the cumulative grade point average, the major grade point average, and the total semester hours of credit toward graduation.

When a student receives an "F" in a course not offered during the remainder of the student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon recommendation of the student's advisor, the Dean, and the registrar.

Because of rapidly changing technology, many courses currently offered are significantly different from courses offered in previous semesters. Therefore, at the discretion of the advisor, and with final approval by the department chair, a student returning to school after an absence of three years or more may be required to repeat a course or demonstrate competency in that course before receiving a degree, diploma, or certificate in a particular curriculum.

Non-Degree Curriculum students will be required to obtain approval of the department chair to repeat a course more than two times. The student may be asked to justify the need for further course repetition.

Veterans should be aware that they can not receive Department of Veteran Affairs benefits for repeating courses previously passed.

FACULTY ADVISOR SYSTEM

The faculty advisor system is designed to make a contribution to the students' educational progress. Students who have declared curricula are assigned a faculty advisor. Students may know their advisors not only as instructors, but also as one from whom they may receive assistance in program planning, scheduling, and registration. The objectives of the faculty advisors are as follows:

*   To have a conference with each new advisee as soon as possible to get acquainted.

* To be alert to student problems in order to assist the student in both academic and personal matters. (Problems which the advisor feels unqualified to handle should be referred to the counselors' office.)

* To assist the individual student in planning an academic schedule to meet course prerequisites and curriculum requirements. To assist the student in completing the graduation checklist.

* To maintain an academic progress file on each advisee. (This file should include grade reports, a graduation checklist, and an information sheet.)

* To post office hours, showing when available for consultation with students.

* To serve, upon request of the student, as the student's representative in conferences where decisions affecting status are made.

FINANCIAL AID

The goal of Pitt Community College's Financial Aid Office is to provide assistance to students having financial need. Need is the difference between the cost of education and the amount the student and family can afford to pay, as determined by a standard formula. Need is determined by evaluating the information provided on an aid application. Factors such as income, assets, and benefits are considered in determining the need for aid. Amount of actual awards are determined after receipt of the Student Aid Report, either from electronic processing or from the student. The financial aid office is open Monday through Friday from 8 a.m. to 5 p.m. and on Monday evenings from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

Financial aid is awarded on an annual basis; therefore, students must submit new financial aid applications each year. Financial aid will be awarded only for courses within a student's curriculum.

To receive financial aid, students must be enrolled in an eligible curriculum (degree or diploma) and students must also have a high school diploma or GED. Students must maintain satisfactory academic progress according to the standards of the College and not owe a refund on a grant or be in default on an educational loan.

The financial aid office will mail an award letter explaining the award amounts and dates of disbursement to each eligible aid recipient.

For further information contact the Financial Aid Office at (252) 493-7339.

COORDINATION OF INSTITUTION-WIDE FINANCIAL AID AWARDS POLICY

All federal, state, and county financial aid funds are awarded through the financial aid office. All institutional, PCC Foundation, and externally funded scholarships are awarded by the Financial Aid Scholarships and Appeals Committee. Institutional General scholarships are funded by the college's auxiliary enterprises. The awarding of all types of financial aid is coordinated by the financial aid office.

FINANCIAL AID FRAUD AND FORGERY

In the process of applying for financial aid most students may be required to submit documents to the Financial Aid Office in order to complete their application. Please be aware that falsification and misrepresentation of information submitted for the purpose of receiving financial assistance will result in the cancellation of future assistance and repayment of all prior assistance received under pretense. Signing someone else's name and falsification of income information are examples of fraud and forgery. If you purposely give false or misleading information to receive federal financial aid, you may be fined $20,000, sent to prison, or both.

ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

Federal regulations require minimum standards of satisfactory academic progress which students must meet in order to receive Title IV financial aid which includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Stafford Loan, North Carolina Student Incentive Grant, and funds from other federal or state administered programs.

A. Measurable Satisfactory Academic Progress

1. To maintain satisfactory academic progress, students must earn a cumulative GPA according to the total number of semester hours for which they have attempted as indicated below:

ASSOCIATE DEGREE, DIPLOMA/*ELIGIBLE CERTIFICATE PROGRAMS

Hours Toward Degree	GPA
0-10	1.00
11-20	1.25
21-30	1.50
31-40	1.75
41-50	1.90
51 and above	2.00

2. Students must pass 67% of the courses for which they register. (For example – A student who registers for 12 hours must pass 8 hours, registers for 6 hours must pass 4 hours. This includes all grades.) For purposes of determining enrollment status, students who at the end of the drop/add period, are enrolled for 12 or more credit hours are considered full-time students. Students enrolled for 9 to 11 credit hours are three-quarter time students, and students enrolled for 6 to 8 credit hours are one-half time students.

*BLET is currently the only eligible certificate curriculum.

B. Financial Aid Probation-Unsatisfactory Academic Progress

1. Students who fail to meet the requirements in A.1 for any semester are placed on FINANCIAL AID PROBATION and considered to be making UNSATISFACTORY ACADEMIC PROGRESS. Students in this category may continue to receive financial aid for one additional semester. If the requirements are **NOT** met at the end of this semester, financial aid will be terminated until the requirements are met for reinstatement.

2. Failure to meet the requirements in A.2 will result in immediate termination of financial aid benefits.

3. Students who receive financial aid and withdraw from school for two consecutive semesters will not be allowed to continue receiving financial aid until they have attended one semester with no financial assistance and made satisfactory academic progress for the semester. Unusual verifiable circumstances may be appealed to the Financial Aid Appeals Committee.

C. Appeal Process

1. Students may appeal their suspension/termination of eligibility for financial aid only for "extraordinary circumstances" to the Financial Aid Appeals Committee. Examples of extraordinary circumstances may include illness or an accident.

2. Appeals must be in writing, accompanied by appropriate documentation, and presented to the Financial Aid Office.

D. Procedures for Reinstatement

1. Students who have had their financial aid eligibility terminated may be reinstated in one of the following ways:

a.   By approval of the Financial Aid Committee, or
b.   By enrolling in the College without the benefit of financial assistance until the requirements in A.1 and A.2 are met.

2. Retroactive payments of financial aid for semesters when students were on probation is prohibited.

E. Non-Credit Courses

Non-credit courses and audit courses may not be included in a student's enrollment status for financial aid purposes.

F. Maximum Number of Academic Years to Receive Degree

Students are expected to finish their degree or program within 150% times the published amount of time the curriculum would normally require. (Example – curriculum requires 75 hours to complete – students would be allowed 112 hours to complete curriculum.) Students who attend beyond the allowable time will not be eligible to receive financial aid. Special circumstances may be appealed to the Financial Aid Committee.

FINANCIAL AID BOOKSTORE/SUPPLY PURCHASE POLICY

Students are not required to purchase books at the PCC Bookstore. This service is provided by the college as a convenience. Students may purchase books and supplies at off-campus locations with grant money under the following conditions:

- The student must notify the Financial Aid Office in writing one week prior to the first day of class if grant monies are to be used at an off-campus location.
- The student must provide the Financial Aid Office with a written statement (on letterhead) from the off-campus vendor that indicates that the vendor will (1) allow the student to make a charge against the student's grant account, and (2) will bill the College within the seven-day period after the first day of the semester.

The student will be limited to one (1) location each semester to use the grant funds (i.e., the student will not be allowed to purchase books and supplies at the PCC Bookstore and at an off-campus location during a semester).

GRANTS

Federal Pell Grant

Federal Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Students should contact the financial aid office for an application.

Federal Supplemental Educational Opportunity Grant (F-SEOG)

A Federal Supplemental Educational Opportunity Grant (F-SEOG) is for undergraduates with exceptional financial need (with priority given to Federal Pell Grant recipients). Schools receive a limited amount of funds for the F-SEOG program, therefore, when the funds have been awarded, there will be no additional funds for the academic year.

North Carolina Community College Grant

The North Carolina Community College Grant was appropriated by the NC Legislature in 1999 to assist residents of North Carolina pay their college tuition at a NC Community College. Students may apply by completing the Free Application for Federal Student Aid. Funding for this program is contingent upon appropriation by the NC Legislature.

North Carolina Student Incentive Grant

Undergraduate students who are legal residents of North Carolina accepted for enrollment or enrolled full-time in good standing may apply for the North Carolina Student Incentive Grant to help pay for their educational expenses. Students must demonstrate "substantial financial need" as determined by the federal student aid application.

Students may apply for this grant by checking the appropriate blocks on the federal student aid application. The deadline for the grant is March 15 of each year.

LOANS

Federal Stafford Loans
(formerly Guaranteed Student Loans)

Federal Stafford Loans are low interest loans made by a lender to students attending school at least **half-time**. Loans are made by a lender such as a bank, credit union, or savings and loan association. College Foundation, Inc., located in Raleigh, North Carolina, acts as a lender for most Pitt Community College students.

The maximum amount that a student can borrow is:
$2,625 for a first-year dependent undergraduate student enrolled in a program of study that is a full academic year.

$3,500 for a second-year dependent undergraduate student, and the remainder of your program is a full academic year.

For new borrowers interest will be variable, but not higher than 8.25%. Variable rates are set each June.

The interest rate is shown on the promissory note for each loan.

There is an "origination fee" of 3%, which will be deducted proportionately from each loan disbursement. This fee is passed on to the federal government to help reduce the government's cost for these loans. The lender may also collect an insurance premium of up to 1% of the loan principle. This premium will also be deducted proportionately from each disbursement.

Repayment for Federal Stafford Loans begins six months after graduating, leaving school, or dropping below half-time status. Student must notify the lender in any of these cases.

Before receipt of a Federal Stafford Loan, student eligibility for a Federal Pell Grant must be determined. If eligible for the grant, the grant amount will affect the amount borrowed under the Federal Stafford Loan program.

Federal Plus Loans

Federal Plus Loans are for parents who want to borrow to help pay for their children's education. This loan provides additional funds for educational expenses. This loan has a variable interest rate, adjusted each year and will be shown on the promissory note. The maximum amount that can be borrowed is the amount of the cost of education

minus other aid. The lender may charge an insurance premium of up to 3% of the loan principal. This premium must be deducted proportionately from each loan disbursement made to the student. Federal Plus Loan borrowers generally must begin repaying both principal and interest within 60 days after the last loan disbursement. There are no grace periods for Federal Plus Loans.

Before receiving a Federal Plus Loan, student eligibility for a Federal Stafford Loan and for a Federal Pell Grant must be determined. If eligible for aid from either or both of these programs, the amount of eligibility may affect the amount borrowed under the Federal Plus Loan program.

Pitt Community College also administers loans which are funded by local businesses and citizens. Students should contact the Financial Aid Office for more information about the following loan programs:

Doris Hall Phelps Memorial Loan Fund
PCC Nursing Loan Fund

FEDERAL WORK-STUDY

The Federal Work-Study Program provides jobs for undergraduates who have a financial need as determined by an approved needs analysis program. Students are paid monthly and will receive federal minimum wage for hours of satisfactory work completed. Work schedules will be set up by the Financial Aid Office and the student's supervisor and will vary according to class schedules. Awards are made on a yearly basis and are subject to the availability of funds.

Students should complete the appropriate financial aid application to determine a need for the Federal Work Study Program. If a need is determined, they should then complete an institutional work study application. These applications may be obtained from the Financial Aid Office.

REFUND/STUDENT REPAYMENT POLICIES FOR TITLE IV PROGRAMS

When a student recipient of Title IV Financial Aid funds withdraws or is dismissed from Pitt Community College prior to the end of an academic period, the institution will determine whether and to what extent such student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies,

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transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said student prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated.

SCHOLARSHIPS

Scholarships are available to students based on different factors such as program of study, academic performance, need, and county of residence. Students should contact the Financial Aid Office for more information on the following scholarships:
Addie Gore Scholarship
ALLTEL Scholarship
American Legion Post 39 of Greenville Endowed Scholarship
American Legion Post 51 of Farmville Scholarship
Disabled American Veterans Scholarship
Baer Academic Scholarship
Boyce Nursing Scholarship
Business and Professional Women's Scholarship
Dr. Edgar Boyd Scholarship
Carolina Power and Light Company Scholarship
Christopher D. Pitts Memorial Scholarship
DIMON Inc. Endowed Scholarship
Faye B. Gurganus Scholarship
Sprint Scholarship Program
Sprint College Transfer Scholarship
Phillip L. Clark NOW Fund
William E. Fulford, Jr. Memorial Scholarship
Gene Hemby Scholarship
Golden Leaf Scholarship
Grady White Boats Endowed Scholarship
Greenville New Car Dealers Endowed Scholarship
Greenville/Pitt County Homebuilders Association Scholarship
High Demand Low Enrollment Scholarship
Home Health and Hospice Care Endowed Scholarship
Jennifer Knight Endowed Memorial Scholarship
Dr. Judith Kuykendall Scholarship
Lowe's Community Scholarship
Minges Criminal Justice Scholarship
Suellen G. Monk Scholarship
Roxanne Nelson Memorial Scholarship
North Carolina Community College Scholarships
Pat Chenier Memorial Scholarship

Paula Davis Scholarship
PCC Foundation ROTC Scholarship
PCC Foundation Scholarships for Academic Excellence
PCC Foundation Technical Scholarships
PCC Institutional General Scholarships
PCC Student Ambassadors Scholarships
Piggly Wiggly Scholarships
Pitt County Electrical Contractors Association Scholarship
President's Scholarship
Professional Construction Estimators Assoc. Endowed Scholarship
William P. "Bill" Rice Endowed Scholarship
Ricks Automotive Scholarship
Sandra Harrison Scholarship
Garrie Moore Outreach Scholarship
Sandra Roberts Ott Memorial Scholarship
SECU Scholarship
Service Roofing Scholarship
Dr. Charles E. Russell Endowed Scholarship
George Shoe Memorial Scholarship
William H. Smith Endowed Scholarship
Beth Butler Smithwick Memorial Scholarship
Van Nortwick Scholarships
Wachovia Technical Scholarship
Joan Warren Memorial Endowed Scholarship
Winterville High School Class of '43 Scholarship
Vernon E. White Scholarship
Danny Woods Scholarship

OTHER SOURCES OF ASSISTANCE

Workforce Investment Act

This program is a source of financial aid which can be utilized to offset the cost of training for individuals deemed eligible. For further information, contact the Workforce Investment Act (formerly Job Training and Partnership Act – JTPA) Employment and Training Specialist in the JobLink Career Center. For further information call (252) 321-4550.

Vocational Rehabilitation

Any person who has a substantial physical or mental condition which prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, financial assistance for educational costs may be provided as part of a total rehabilitation program. For further information contact any Vocational Rehabilitation unit office. The Greenville unit office is located at 111 Eastbrook Drive. The telephone number is (252) 830-8560.

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North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members who have a minimum of two years remaining as a member of the Guard from the end of the academic period for which tuition assistance is requested may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Local Sources of Financial Aid

Students are encouraged to keep in touch with their respective high school guidance counselors in order that they may be aware of various kinds of scholarships granted by hometown civic clubs, church groups, or other nonprofit associations or foundations.

Veteran Benefits

The Veteran Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum and eligible for benefits. To be eligible, the veteran student must be enrolled in an approved curriculum and taking (for pay) only those classes required for graduation in the chosen curriculum. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment.

Department of Veteran Affairs (DVA) payments for veterans in a diploma or degree program are based on credit hours per semester as indicated below:

12 or more credit hours	full-time
9-11 credit hours	three-quarter-time
6-8 credit hours	half-time
Below 6 credit hours	tuition and fees only

Records of progress (transcripts) are kept by this institution on veteran and non-veteran students. Progress records are furnished at the end of each scheduled school term.

The Pitt Community College Department of Veteran Affairs Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and on Mondays from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

For further information about Veterans services call (252) 493-7264.

Internet Course/Telecourse Policy for Veterans

All VA students applying for and/or receiving benefits at Pitt Community College are to meet the following criteria before enrolling in an internet/telecourse:

1. The student must meet with the VA certifying official before registering for the course. Criteria and procedures will be reviewed at this time. Completion of the placement test must be done before registering for any coursework at Pitt Community College.
2. The internet course must be an integral part of the student's current program and must be approved by the student's academic advisor.
3. The student will complete a self-assessment test and a test/orientation over the internet to determine their ability to participate in internet coursework.
4. The student must earn a grade of "D" or better in each internet course/telecourse attempted in order to enroll in a subsequent internet course.
5. Regular communication (via e-mail) using the Blackboard program will be done with the student from the instructors to insure student success.
6. Class attendance will be based upon the completion date of assignments.

Dependents of Veterans

The Department of Veteran Affairs offers up to 45 months of educational benefits for qualified dependents of certain disabled or deceased veterans. An allowance of up to $650.00 per month is made to students under the program.

For further information on DVA benefits, the student should contact the Department of Veteran Affairs, the N.C. Department of Veteran Affairs, or the DVA Regional Office in Winston-Salem.

STUDENT DEVELOPMENT SERVICES

COUNSELING

Pitt Community College offers a variety of counseling services to its students. Counseling and guidance services are available at no charge to every student from pre-admission through graduation

Students are requested to schedule an appointment for counseling sessions, but they may be seen on a walk-in basis. Counselors are available Monday through Thursday from 8:00 a.m. to 8:00 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. in the Warren Building. Telephone: (252) 493-7245.

Health Sciences Admissions counselors are located in the Warren Building. Telephone: (252) 493-7245.

Evening counseling is available Monday through Thursday from 5:00 p.m. until 8:00 p.m. in the Warren Building.

Admission Counseling: The counselors discuss the requirements for enrollment and the procedures for general and health sciences admissions. Counselors assist students in making realistic decisions as they prepare to enter Pitt Community College. The counselors are available to assist students with interpreting placement test results; making course recommendations; the factors that are considered for college admission; the nature of studies at various levels; the relationship of secondary school experience to admission and success in college; the outlook and objective of college and university study; the kinds of preparation necessary for various occupational or professional goals; and assist students in making realistic decisions.

Group counseling activities are conducted as the need arises. When the content area is similar or related in nature, a trained counselor would use group dynamics in group discussions to assist selected applicants or currently enrolled students to understand their problems better and to make choices through awareness. Topics may range from such problems as admissions, self-appraisal, personal adjustment, and interpersonal relationships.

The counselors may be requested to conduct off-campus workshops in admissions and educational counseling for community groups and business and industry.

Academic Advising: The counselors assist students to clarify their educational objectives, to plan their programs and to utilize resources with emphasis on meeting departmental and institutional requirements.

Counselors serve as advisors to students until they choose a program of study. Students receive assistance in course registration and program planning.

Students desiring to change major courses of study must receive academic counseling. A request for change of curriculum is initiated with an admissions counselor, signed by both previous and new advisors, and returned to the Office of the Registrar. In the decision-making process, the counselor assists students to either make the transition to a career or obtain additional education. The students may choose to review, alter or begin the career assessment process again by seeking an additional career path.

Counselors encourage students to develop appropriate life skills in coping socially, academically, and emotionally. The counselors also stress to students the need to enhance their relational and communication skills. By implementing this process, students may increase their chances in succeeding in college instead of dropping out. If students need to apply for an official withdrawal during the official withdrawal period, they may obtain a withdrawal card from a counselor. The exit interview would aid the college in revising programs and services.

College Transfer Information: Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curricular courses and electives. The College maintains a file of catalogs of many other colleges and universities in the counselors' offices and in the Learning Resources Center. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

Students planning to complete Pitt Community College graduation requirements at another college should refer to GRADUATION AFTER TERMINATION OF ATTENDANCE.

Educational Advising: Students who are undecided about their course of study are encouraged to use the JobLink Center.

Personal and Social Counseling: A student may have personal or social concerns in adapting to the college environment. The counseling staff provides a confidential atmosphere in which the student may discuss these problems. Counselors make appropriate referrals to agencies when a student has a long-term counseling need.

Counselors remain in touch with students throughout their college years to facilitate the fulfillment of their plans and to make their educational endeavors meaningful and productive.

WOMEN'S RESOURCE CENTER

The Women's Resource Center was developed in 2005 and is designed to educate and empower women for success by enhancing their academic performance and personal development. Services offered include information, advocacy, and support. Center personnel provide information by educating the PCC community about health issues, informing women about academic opportunities available, and by furnishing information about safety concerns of women. They also offer assistance to campus groups in developing programs to improve appreciation for and provide a greater understanding of women, and they serve as advocates for more campus services that respond to the needs of women. In addition, the staff aids students in locating and utilizing campus and community resources and offers counseling services. In order to offer these services, Center personnel work closely with various divisions on campus and seek input from other staff, students, and faculty.

Events are posted on the PCC website and Campus Cruiser, and fliers are also distributed across campus. In addition, members of the faculty are emailed fliers to post in classrooms and to announce to classes.

For additional information, please contact Bobbe Rouse at (252) 493-7565 or email at brouse@email.pittcc.edu.

MEN'S RESOURCE CENTER

The purpose of the PCC Men's Resource Center is to provide gender specific support services that enhance the academic and personal success of men.

Goals and Needs

- Advocacy for male issues.

- Create a community of successful male learners.

- Provide a comfortable forum for men to discuss their needs, problems and aspirations.

- Increase the enrollment of men in the college.

- Encourage the formation of male **affinity** groups.

- Research and assessment of the participation of men in educational programs and services.

Programs and Services

Mentoring Roundtable – this program is designed to help men develop advantageous connections and networks within the college and the community. Through the mentoring roundtable, participants will be able to establish beneficial linkages with other students, faculty, staff and community leaders.

Constructive Self-Esteem – what is a real man? Opinions vary. Many men suffer from low self-esteem because they are unable become the idealized image of what they think society and their significant others believe about what a real man should be. The results of this unhealthy conflict for men offer results in stress and anxiety. The constructing self-esteem discussion groups and encounters are designed to help men come terms with the reality of manhood.

Men's Open Forum – The Men's Open Forum provides a place and space where each man is free to speak his mind on current and emerging issues.

Lecture and Speakers Series – The lecture and speakers series are intended to address academic subjects of particular interest to men; and also to raise the awareness of issues which effect men and their families.

Focused Tutorial Sessions for Men – Some reports indicate that female students are 33% more likely to use tutorial services than men. Why men do not utilize tutorial services to the extent that women do is not entirely known. However, the reason may be related to male perceptions that real men are independent – that they don't need help. The purpose of the focused tutorial sessions for men is to encourage men to use

tutorial and other academic support services to increase male academic success. These focused sessions will address learning styles preferences and the value of group work.

Economics and Career Counseling – The purpose of these sessions are to help men set goals and develop plans to gain successful employment.

CAREER SERVICES

Career Services assists students and graduates in career decision-making, planning for marketability, and job search. There is no charge for any of the services. The office is open Monday through Friday from 8:00 am until 5:00 pm. All students have access to the Pitt County JobLink Career Center, which is located adjacent to the campus in the Community Square Shopping Center.

The staff offers assistance to individuals and groups in the development of career goals by examining interests, aptitudes, values, and exploring careers. Individuals may also use CHOICES, a computerized career guidance program (e-CHOICES also available). Educational and career resources include information on careers such as educational requirements, personal qualities, job prospects, locations, details on the nature of the work, salary ranges, and opportunities for advancement as well as employer information, applications, and job opportunities listings.

Placement services are provided for Pitt Community College students and alumni who register with the center. Up-to-date information on job openings from private, governmental, and educational institutions is available. The staff offers help in resume preparation, completing job applications, interview skills, and creative job search strategies.

Career Services is the liaison between Pitt Community College students and potential employers. All students and alumni are encouraged to use these services.

TUTORIAL AND ACADEMIC SUPPORT CENTER (TASC)

Tutoring is an academic support service that provides individual and group help sessions with academically qualified peer tutors and professional tutors. The service is designed to increase the probability of academic success for the students who use it. Tutoring is not an emergency preparation for exams, nor is it a substitute for regular class attendance. The primary goal of tutoring is to assist students in

becoming independent and confident learners. Tutoring services are normally available Monday-Friday, 8:00 am – 5:00 pm, evening and Saturday sessions are available by appointment.

All students registered for traditional and Internet classes at Pitt Community College are eligible to use this free service. Students interested in becoming a tutor require the following qualifications:

- A or B in the course
- Recommendation of the instructor
- Attend tutor orientation

The center also offers learning styles assessment testing to help students recognize preferred learning styles.

The Career Shadowing Program (CSP) is available to students to get a closer look at occupations in the selected course of study. The CSP is designed to assist the student in making career development decisions. Career Shadowing is a one-day on-the-job employer visit.

For more information, call (252) 493-7450.

DISABILITY SERVICES

The Office of Disability Services is designed to provide programmatic, physical, and electronic access, as well as academic and technical support to students with documented disabilities in accordance with federal and state legal requirements and the College policy. All academic support services are provided free of charge. Students must register with the Office of Disability Services and provide documentation of their disability to receive appropriate services.

The philosophy and mission of the office focuses on self-advocacy, arranging appropriate accommodations, providing academic, personal and supportive counseling, and facilitating the elimination of physical, programmatic, electronic, and attitudinal barriers. Referrals are made as needed to other campus-based programs and community agencies. Complete confidentiality is assured to students. Services are provided in accordance with the specific needs of the student based on documentation of disability. Notification about services are printed on all course syllabi and the Office of Disability Services' website. The disability statement on each syllabi should state the following: "If you have a physical or learning disability and desire accommodation, please notify Disability Services at (252) 493-7557, (252) 321-4595 (TTY) or contact your instructor privately after class to discuss your need for a disability related accommodation."

The Office of Disability Services is open Monday through Friday from 8:00 a.m. until 5:00 p.m. The office is located in Room 20 of the Vernon White Building.

INTRAMURAL SPORTS & RECREATIONAL PROGRAM

The Intramural Sports & Recreational Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

Intramural Sports
The Intramural Sports program includes basketball, volleyball, and other competitive sports based upon the overall interest by the PCC students, faculty, and staff. General information and registration materials for Intramural Sports can be obtained through the Intramural and Recreation Office located inside the Charles Coburn Center.

Open-Gym Freeplay Recreation
Open-Gym freeplay is a designated time for students, staff, and faculty to enjoy various recreational activities. The hours of Open-Gym Freeplay are posted outside the entrance to the Coburn Center. The Coburn Center is located inside the Edward and Joan Warren Building and is home to the Intramural Sports and Recreation Program. The hours of activity and the open freeplay areas vary as to the many needs for academic classes, various sports and other activities that are scheduled in the Coburn Center. The freeplay areas are broken down into four groups:
1) Cardio Area: (Located on the Mezzanine) Including treadmills, steppers, and stationary cycles.
2) Strength Conditioning Free-Weight Area: (Located on the Mezzanine) Including dumbbell and barbell free-weight equipment, along with the assorted benches to strength condition the body.
3) Nautilus Machine Room: (Located beneath the Mezzanine) Houses the Nautilus Strength Machines and a Double Cable Pulley Machine for Strength Resistance training.
4) Sports Courts Area: (Located on the Multipurpose Floor) the Sports Courts are versatile to many sport activities such as volleyball and basketball, walking/jogging laps, etc.

How to Participate in the PCC Intramurals & Recreation Program

1) Determine eligibility, as defined, within a user group:

Categories of Users

Note: (**) Indicates a particular user group can become eligible for participating in Intramural Sports Competition.

Use of the Coburn facility is a privilege, not a right. Failure to comply with facility rules and regulations may result in the revocation of some or all user privileges.

Academic Students - Full and part-time currently enrolled and attending curriculum and special credit students.

Basic Skills Students - ECD students currently enrolled and attending AHS, GED, HRD, and ESL classes conducted on the main campus of PCC. Eligible basic skills students must obtain a PCC ID and pay the minimum student activity fee charged to academic students to use the facility and equipment.

Faculty - Full and part-time employees engaged in curriculum and non-curriculum teaching.

Staff - Full and part-time employees engaged in administrative and support roles in relationship to the instructional and community service functions of the college.

Spouse - The husband or wife of a faculty or staff member. A spouse must be accompanied by their faculty or staff spouse.

Dependents (IRS) - Children of faculty or staff ages 10 to 17 years. Restricted access to children under 10 years of age was established because equipment in the Coburn Facility was selected for use by adults, not small children; and, activities in the center could result in an injury to small children (flying balls, running players, etc.) For these reasons we are asking that faculty and staff not bring children under 10 years of age to the facility during recreational free play. Dependents must be accompanied by parents or guardians and directly supervised when using the facility.

Spectators – The general public may be allowed in the facility to view intercollegiate and intramural competitions.

Board Members - Members of the PCC Board of Trustees and their spouses; members of the Pitt Community College Foundation, Inc. and their spouses.

Visitors - Individuals or special groups invited to PCC for official reasons other than to specifically use the facility. Visitor use requires the approval of the President (or his/her designee), or a vice-president (or his/her designee), or an associate vice-president (or his/her designee).

Groups and Organizations (Internal and External) *– (See Vice President, Administrative Services for fees, rules and scheduling)*

    2) Priorities of Usage of the Coburn Center
       (These are ranked in order of priority)
       a. Instruction of curriculum and non-curriculum courses;
       b. Intercollegiate Athletics;
       c. Intramural Sports;
       d. Recreational Free Play; and
       e. Institutional/Community Service

    3) Bring your PCC ID card

    4) Bring/wear your exercise clothes and shoes
       (Only exercise clothing is allowed. This includes exercise shorts
       or pants with no buttons, belt loops, rivots, etc. Also, only
       closed-toe athletic shoes with non-marking soles are allowed.
       (No sandals, boots, cleats, heels, dress shoes, etc.))

    5) Bring your own lock to use with the lockers while you are in the
       Coburn Center. You must remove your articles and lock upon
       leaving the Center.

For further information drop by the Coburn Center or call the Intramural and Recreation office at (252) 493-7399.

INTERCOLLEGIATE ATHLETICS PROGRAM

       The mission of the Pitt Community College Intercollegiate Athletic Department is to educate and empower student - athletes for success:
- In life skills
- In higher education
- In the workforce
- In character
- In Sportsmanship
- In Citizenship

       This mission will be achieved through these goals:
- Encouraging academic achievement by means of monitoring student - athletes' through progress reports twice a semester
- Requiring sportsmanship at all times and respect of officials and opponents by means of the Student - Athlete Code of Conduct
- Instilling an attitude of responsibility for one's actions in the classroom, playing field and life in general by means of the Responsibilities of a Student - Athlete and the Student - Athlete Code of Conduct

- Requiring regular attendance and active participation in the academic aspects of the student - athlete experience by means of Weekly Attendance Sheets and Progress Reports
- To win

It is the philosophy of the athletics department at Pitt Community College that students can best be served in an environment that recognizes the contributions and importance of its faculty and staff. Thus, through the Faculty Senate, Student Government Association (SGA), Athletic Academic Advisory Committee, Athletic Department Advisory Committee and other campus organizations, the athletics program receives faculty, staff, and student feedback and evaluation to determine the effectiveness of the athletics program.

The athletics program is designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds. Intercollegiate athletics include Men's Baseball, Men's Golf, Women's Fast-Pitch Softball and Women's Volleyball. Pitt Community College accepts its responsibility to provide a fair and equitable process for selecting those who participate in athletic competition.

Pitt Community College believes that athletic participation is a privilege and seeks to provide an environment that is free from drug and substance abuse for the purpose of enhancing athletic performance by any athlete engaged in competition. Athletes must remember that they represent Pitt Community College 24 hours a day, therefore, the use of profanity or unsportsman-like behavior, not only reflects badly against the athlete, but Pitt Community College as well.

Pitt Community College athletes must abide by the rules and regulations set forth by the Department of Athletics and its coaching staff and are subject to the rules governing the National Junior College Athletic Association (NJCAA) and the Eastern Carolina Community College Athletic Conference (ECCCAC). Athletics must maintain a grade point average, which meets or exceeds the NJCAA or ECCCAC, and Athletic Department guidelines in order to participate in athletic competition. Additionally, athletes must communicate with faculty regarding scheduled events, which will involve being absent from class(es) and must be responsible for making up class work in a timely manner.

Athletes are subject to the same academic requirements as all other students pertaining to admission, academic standing, and graduation requirements. No academic exceptions are made for student-athletes at Pitt Community College.

Code of Conduct for Intercollegiate Student-Athletes (adopted from the Pursuing Victory with Honor, Six Pillars of Character)

We believe that athletic competition should demonstrate high standards of ethics and sportsmanship and promote development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor. The six-core principle is:

- Trustworthiness-be worthy in all you do
- Respect-treat all people with respect all the time and require the same of other student-athletes
- Responsibility-be a student first and be committed to receiving the best education you can
- Fairness-live up to high standards of fair play, open-mindedness and willingness to listen and learn
- Caring-demonstrate concern for others
- Citizenship-play by the rules and honor the spirit of the rules

For further information about Intercollegiate Athletics contact the Director of Athletics Office at (252) 493-7633.

LOST AND FOUND

Lost and found items should be registered with the Pitt Community College Campus Police Office.

HEALTH SERVICES

Pitt Community College maintains no health facilities. The responsibility for medical services rests with students and their spouses, parents, or guardians. Emergency facilities are available at Pitt County Memorial Hospital. Entering students are required to answer the health questionnaire on the Application for Admission form. Student accident insurance is required.

Pitt Community College has an Emergency Procedures Manual and copies are available in each department of the College.

MENTAL HEALTH SERVICES

PCC and the Pitt County Mental Health Center have developed a Student Assistance Program. This program is available to full-time students who might benefit from the services of Pitt County Mental Health Center. Students who are referred to the Center by PCC receive three free

visits. Students are responsible for payment after the first three visits with the fees based on a sliding scale. Contact the Office of the Mental Health Counselor, (252) 493-7565 for more information on this program.

STUDENT SEXUAL ASSAULT RESPONSE SYSTEM

Pitt Community College provides a comprehensive Student Sexual Assault Response System which defines and coordinates the efforts of the College to provide a caring and effective institutional response to student sexual assaults that maintains the dignity of all members of the campus community. Pitt Community College will not tolerate any form of sexual assault, rape, or nonconsensual sexual activity. Members of the campus community found to be in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and expulsion from the College. This policy will be enforced using internal disciplinary procedures, public safety programs, and the encouragements of external prosecution of alleged offenders. While allowing flexibility, this policy is intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

The College's Sexual Assault Counselor will oversee the implementation of this policy/protocol and serves as a primary resource for the student reporting an assault. All students who are victims of sexual assault are encouraged to report to Public Safety that a sexual assault has occurred on campus and/or contact the Sexual Assault Counselor as soon as possible after the alleged incident. Complaints by or against students will be forwarded to the Vice President for Student Development for resolutions within existing disciplinary procedures. The Public Safety Department will investigate the crime and secure criminal warrants as appropriate. For more information about procedures involving student reports of sexual assault and the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, contact the Sexual Assault Counselor (E&J Warren Building) or Public Safety (Tr. 17).   All incidents of sexual assault must be reported to the Vice President for Student Development Services with identifying information or anonymously.

Electronic Sexual Assault Guidelines
The primary purpose of the Pitt Community College computer network is educational and all users must understand this purpose. Users must rely on the honesty, integrity, and respect for the rights of others. The college does not attempt to define all acceptable or unacceptable uses of the network. Some examples of unacceptable use include: using the network for any illegal activity, using the network for financial gain, invading the privacy of others and posting anonymous

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messages, and creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail. Unacceptable use of the network by students will result in suspension and/or loss of privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

FOOD SERVICE

The College cafeteria, "The Pitt Stop," has a hot food service operated in the student lounge. Hot sandwiches, other short-order items, and fountain drinks are available. Hours of operation are 7:30 a.m. to 2:00 p.m. Monday-Friday.

Vending machines for soft drinks and snacks are located in most buildings.

PRESCHOOL LABORATORY

As a part of the Early Childhood Education program, Pitt Community College has a preschool laboratory on its campus which operates Monday - Friday from 7:00 a.m. to 5:30 p.m. The PCC Preschool is a year-round developmentally appropriate preschool program for children birth to 5 years old and is Pitt County's first Five Star Center licensed by the NC Division of Child Development. The preschool staff has received the Early childhood Professional Development Award in 1997. The program is North Carolina's Eastern Region Model Early Childhood Education Center and a participant in Frank Porter Graham and the National Center for Early Learning and Development "Best Practices" Research.

A waiting list is maintained and openings are filled on a first-come, first-served basis, with preference given to PCC students, faculty, and staff. Tours are given on every Friday at 10:00 a.m. for parents interested in placing their child on the waiting list.

HOUSING

The College does not provide housing facilities for students either on or off campus.

IDENTIFICATION CARDS

All day students must have a valid Pitt Community College ID card while on campus. ID cards will be made at the Campus Police Office, Trailer 17. For further information call (252) 493-7777.

STUDENT ORGANIZATIONS

Policies for Clubs and Organizations

Student activities provide programs and opportunities to assist Pitt Community College students in becoming well rounded and in developing interpersonal communication and leadership skills.

Campus organizations shall be open to all students, meeting membership criteria without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to local, state and federal laws. No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper college officials. Clubs or organizations shall not encourage any action that might cause disrepute to a student, staff, instructor, or college activity.

Chartering Guidelines for Clubs and Organizations

Students are encouraged to take an active role in clubs on campus and to establish other clubs and organizations that fulfill the objectives of Pitt Community College. To charter a club or organization, the following must be filed with the Vice President for Student Development or designee:

1. Name of club or organization

2. Purpose of the club or organization

3. Name of the advisor

4. Names of charter members. (Minimum of 10 charter members required)

5. A constitution and/or a written statement which includes the following statements:
   a.   Only students registered at Pitt Community College will be officers and/or voting members of the organization.
   b.   No discrimination on the basis of race, creed, gender, handicap, or national origin shall exist within the organization. (Please specify all criteria for membership.)

A charter will be issued to the organization upon approval of the Vice President for Student Development Services. Any student organization found guilty of violating State or Federal law or the policies of Pitt Community College shall be disbanded by the College.

Chartered organizations must submit the following information to the Student Activities Coordinator:

A. Dates, times and locations of regularly scheduled meetings
B. Names, addresses, and phone numbers of officers
C. Information on regional, state, and national affiliations

Procedure for Approval of Clubs and Organization's Fund-Raising and/or Solicitation of Funds

All fund-raising activities for student organizations and clubs must be supervised by the faculty/staff sponsor(s) and approved by the Vice-President, Student Development Services, the Vice President, Institutional Advancement, or the Vice Presidents' designee. Clubs and organizations must submit a written request for approval stating the purpose and type of fund-raising activity, whether it will take place on or off-campus, and the targeted group (e.g., community, business/ industry, student body, staff, etc.) The date the activity is planned should be specified and the request should be submitted at least one week prior to the activity. Refer to Fundraising on page 103.

American Association of Medical Assistants (AAMA)

Students enrolled in the Medical Assisting Technology program may join the local (Pitt County Chapter), state, and national AAMA. AAMA meets the second Thursday of each month at 7:00 p.m. in Fulford 146 at Pitt Community College and provides opportunities for professional growth, fun, and fellowship. Scholarship opportunities for medical assisting students are available through AAMA. Contact Marsha Hemby, (252) 493-7284.

Association of Advertising and Graphic Design

Contact Eleanor Willard, (252) 493-7277.

Association of Information Technology Professionals (AITP)

The student chapter of the AITP is open to all information systems majors at PCC. It is intended to complement classroom studies by providing opportunities for professional development and career planning through field trips, speakers, programs and interaction with information processing professionals. The student chapter is sponsored by the local (Coastal Plains) chapter which meets monthly in Greenville. Student members are invited to these meetings and may also attend the yearly regional AITP Conference which hosts a student programming contest. Students are encouraged to join the AITP early in their career at PCC. Contact Bill Lewis, (252) 493-7332.

Delta Epsilon Chi

Delta Epsilon Chi is the student organization for the Marketing and Retailing program. It is the college division of DECA--Distributive Education Clubs of America. Students enrolled in the Marketing and Retailing curriculum may join. No grade point requirement must be met to join. Contact Hope V. Clark, (252) 493-7363.

Gamma Beta Phi

Gamma Beta Phi is a national honor, educational service organization chartered at Pitt Community College in 1975. Eligibility is determined based on the top 20% of cumulative GPA's from the previous semester of those students who are in a degree granting program and have completed at least 12 semester hours. The primary purpose of the society is to encourage scholastic efforts and reward academic merit, and to foster, disseminate and improve education through appropriate community service projects. Contact Robert Tallo, (252) 493-7316.

International Club

The Multi-Cultural Club is made up of students, faculty, and staff who have lived in a foreign country or have an interest in the cultures of the world. Its purpose is to be a support group for foreign students and to sponsor activities that enhance cross-cultural understanding among students. Contact Regina Garcia, (252) 493-7568 or Dan Mayo, (252) 493-7450 for more information.

Lambda Beta Honor Society for the Respiratory Care Profession

The Lambda Beta Honor Society is a national honor society that promotes, recognizes, and honors scholastic achievement, service, and character of students, graduates, and faculty members involved in the Respiratory Care Profession. To be nominated, a respiratory therapy student must be in the final semester of the Respiratory Therapy Program, have a grade point average of 3.5, rank in the top 25% of the class, and be of good character. Contact Donna Neal, (252) 493-7378 for more information.

Lambda Epsilon Chi (LEX)

Lambda Epsilon Chi is a national paralegal honor society established by the American Association for Paralegal Education. The purpose of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal/legal assistant studies. To qualify for induction, students must have completed 2/3 of the course requirements. We may only induct 20% of

those eligible at any one time. The student must have demonstrated "superior academic performance" by a major GPA of 3.5 or better. Contact Lora Clark, (252) 493-7246.

Massage Therapy Student Association

For more information contact Candace Frye, (252) 493-7653 or Monica McKeithan, (252) 493-7713.

Phi Beta Lambda

Phi Beta Lambda is the collegiate division of Future Business Leaders of America. It is a non-profit student organization devoted to developing competent leaders. The focus of the organization is on **Service**, **Education**, and **Progress**. Through Phi Beta Lambda students can gain valuable leadership experience, improved resume, and compete with students from other schools in regional, state, and national competitions. Students enrolled in a business or business-related curriculum are eligible for membership. Students must maintain at least a 2.0 GPA for membership.

For more information, contact Kathy Clark, (252) 493-7376, John Daugherty, (252) 493-7397, or Emily Harrington (252) 493-7500.

Phi Theta Kappa

Phi Theta Kappa is the largest honor society in American higher education. Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

To be eligible for membership a student at PCC must complete a minimum of twelve hours of associate degree course work and earn a grade point average of 3.75 or higher. Students must maintain a high academic standing throughout their enrollment in the two-year college, generally a 3.5 GPA.

For more information, contact Sadie Oates, (252) 493-7413 or Scott Clinefelter, (252) 493-7475.

Pitt Community College Association of Human Services Technology - PCCAHST

This organization unites a common bond with students enrolled in classes with the Human Services occupational objectives. It seeks to develop a thoughtful, genuine, and empathetic attitude toward human beings and to expand and implement knowledge, skills, and attitudes

necessary to help people help themselves. The PCCAHST is affiliated with the Southern Organization of Human Services Education (SOHSE). Contact Ray Taylor, (252) 493-7263, or Bob DeSoto, (252) 493-7283.

Pitt Community College Association of Nursing Students (PCANS)

The Pitt Community College Association of Nursing Students (PCANS) contributes to nursing education and influencing the educational process; provides programs representative of fundamental and current professional interest and concerns; and aids in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people of all walks of life.

Students currently enrolled in or accepted into, but not yet enrolled in, PCC's Associate Degree Nursing program may join as active members. Pre-nursing students enrolled in classes leading to an associate degree, diploma, or baccalaureate degree in nursing may join as associate members. Contact Angela Buck, (252) 493-7314.

Pitt Community College Paralegal Association

Pitt Community College Paralegal Association (PCCPA) is a student organization affiliated with the North Carolina Paralegal Association, Inc. Students enrolled at least half-time in the Paralegal program may join. No grade point requirements must be met to join. Contact Jim Bullock, (252) 493-7503.

Pitt Community College Student Ambassadors

Ten to twelve students are selected each year to serve as student ambassadors for the college. The ambassadors serve as hosts and tour guides for special events. They also make presentations and assist with student recruiting. Students receive collegiate apparel and tuition in exchange for their services. Applications are available in the Office of the Assistant Vice President, Student Development Services. Contact Leslie Rogers, (252) 493-7322, for more information or visit the PCC Student Ambassador website, www.pittcc.edu.

Pitt Community College Skills USA – Vocational Industrial Club of America (PCC Skills USA-VICA)

Membership in the club is open to students enrolled in post-secondary preparatory courses in trade, industrial, technical, and health occupations education at Pitt Community College. The purpose of this organization is (1) to unite in a common bond without regard to race, creed, or national origin, students enrolled in classes with vocational trade and industrial, technical and health occupation education objectives; (2) to develop leadership abilities through participation in

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educational, vocational, civic, recreational, and social activities; (3) to promote high standards in all phases of occupational endeavor including ethics, workmanship, scholarship and safety; (4) to develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process; and (5) to foster a wholesome understanding of the functions of labor and management organizations, and recognition of their mutual interdependence. Contact Norman Lilley, (252) 493-7235 or Eddie Sherrod, (252) 321-4278.

Pitt Community College Association of Respiratory Therapy Students (PARTS)

The Pitt Community College Association of Respiratory Therapy Students (PARTS) contributes to and promotes excellence in both respiratory therapy education and the Respiratory Care Profession, as well as promotes unity among all members involved. Students enrolled in the Respiratory Therapy Program may join by completing an application for membership and paying dues. Contact Donna Neal, (252) 493-7378 for more information.

Rotaract Club

For more information, contact Elizabeth Toderick, (252) 493-7474 or Amy Campbell, (252) 493-7338.

Society for Advancement of Management (SAM)

SAM is a student organization open to all curriculums. The SAM campus chapter is a working model of a real business organization. Activities will help develop a wide array of managerial and leadership skills such as goal setting, planning, organizing, controlling, project management, scheduling, public relations, budgeting, advertising, and running productive meetings. No grade point requirement must be met to join. Contact Leatrice Freer, (252) 493-7395.

Southern Organization of Human Service Education (SOHSE)

SOHSE provides a medium for cooperation and communication among Southern Area Human Services/Mental Health professionals, faculty and students; fosters excellence in teaching, research, curriculum planning and clinical skills; promotes improved human services to all individuals through greater utilization of workers at all levels; and serves members in their career development and career placement. Students in a Human Services/Mental Health educational or training program for competence in the Human Services/Mental Health profession are eligible to join. Contact Dr. Ray Taylor, (252) 493-7263.

Student Government Association (SGA)

The Student Government Association (SGA) serves as the student voice on campus. Each curriculum elects up to three representatives to the Association. Officers are elected from this body annually and the president serves on the Pitt Community College Board of Trustees as an ex-officio member. Activities supported by the SGA include Pitt Community College athletic events, field days, cookouts, and community projects. Contact Marguerite Stephens, (252) 493-7440.

Student Occupational Therapy Association (SOTA)

Pitt Community College Student Occupational Therapy Association promotes academic excellence and offers a means by which its members can learn more about the profession of occupational therapy. Students enrolled in the Occupational Therapy Assistant curriculum may join by completing an application for membership and paying dues. Contact Roselyn Armstrong, (252) 493-7458.

Students Mentoring Students (SMS)

Students Mentoring Students promotes multicultural student mentoring with a focus on improving male student retention, promoting community service, and building effective communication and career skills. Meetings are held on campus twice a month in September, October, November, February, March, and April. Membership is open to all students with a 2.0 GPA or higher. Contact Stephanie Hall Rook, (252) 493-7543.

Twenty-First Century Explosion (TFCE)

The purpose of the Twenty-First Century Explosion is to reinforce the faith of Christian youth attending PCC and to provide for the students, faculty, and staff a basis from which to learn about Biblical teaching and the experience of the Apostolic faith. Membership is open to students, faculty, alumni, and staff of PCC. Contact Keith Drury, (252) 493-7656.

PUBLICATIONS

Pitt Community College publishes the following:
* College Catalog
* New Student Orientation News
* Program Brochures
* The PCC Post

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Information concerning Pitt Community College's publications policies is contained in Pitt Community College's **Publications Guidelines**.

GUIDED TOURS

Guided tours are available for interested groups and individuals by appointment. Contact the Student Activities Coordinator to schedule tours, (252) 493-7440.

CLASS RINGS

Orders for class rings will be made through an Art Carved representative. Notices will be posted relevant to dates for measurements.

TRAFFIC REGULATIONS

All automobiles operated on the campus by students and college personnel must be registered with the Pitt Community College Public Safety/Police. Parking permits are purchased for each registered vehicle and must be displayed on the left side of the rear bumper. The operators of automobiles on the campus are subject to specific parking and traffic regulations. The College reserves the right to withdraw the privileges of operating an automobile on the campus for failure to abide by the regulations.

Music played in all vehicles is to be kept to a minimum. The campus parking lots and streets must be quiet zones to maintain decorum in classrooms and the pre-school.

All criminal incidents and motor vehicles accidents are to be reported to the Public Safety/Police Office, Trailer 17, (252) 493-7777.

INCLEMENT WEATHER

The college president will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on the following local radio and television stations:

Radio
WNCT-FM 107.9
WCZI 98.3
WGPM 94.3
WRNS-FM 95.1
WIKS-FM 101.9
WXNR 99.5
WRNS 95.1
WMGV 103.3
WSFL-FM 106.5
WRDU-FM 106.1
WTRG-FM 100.7
WKTC-FM 95.5
WAGO-FM 88.7

Television
WNCT-TV 9
WITN-TV 7
WCTI-TV 12
WRAL-TV 5

Internet
thenewsleader.com
witntv.com
wnct.com
www.pittcc.edu

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for meeting all other degree requirements. Their advisors will counsel them, but the final responsibility remains that of the student.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student behavior. They are responsible for maintaining communications with Pitt Community College by keeping on file with the Office of the Registrar at all times their current address and telephone number.

All students are guaranteed the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

All students are expected to meet the following responsibilities: 1) follow the student conduct policy and observe College regulations and policies; 2) acquaint themselves with the criteria to meet graduation requirements of the College in his or her program; and 3) practice good citizenship.

CHILDREN ON CAMPUS POLICY

No visitor, student, faculty member, or employee of the college will bring his/her children or other children with him/her to class, to work, or to the college and leave them unattended. Children are not allowed in labs or classrooms unless authorized by the appropriate Vice President, Dean, Associate Vice President, or Department Chair. Children must not be left unattended in any area of the college including, but not limited to the cafeteria, parking lots, Learning Resource Center and athletic field. Violation of this policy at any Pitt Community College's class locations will result in appropriate disciplinary measures. Students who violate this policy may be subject to having their enrollment terminated.

STUDENT INVOLVEMENT IN COLLEGE DECISION MAKING

The Office of the Vice President of Student Development Services or Assistant Vice President of Student Development Services will meet during Fall and Spring Semesters with a representative group of students to discuss issues which directly affect students. The Vice President of Student Development Services may convene a larger group of students as needed for planning or problem-solving purposes. Also, focus groups are conducted as needed to gather data for changes at the college that effect students.

Student representation and participation are encouraged for departmental advisory committees, staff meetings, quality improvement teams and other related forums.

At least annually, the president and executive vice president will meet with a representative group of student leaders to express concerns and exchange ideas.

For further information contact the SGA Office, (252) 493-7226 or the Office of the Vice President of Student Development Services, (252) 493-7211.

DISCIPLINARY ACTION

Student Conduct

It is expected that at all times students will conduct themselves as responsible adults. Destruction of school property, cheating, stealing, gambling, use of profane language, engaging in personal combat, possession of dangerous weapons, or the possession and/or use of alcoholic beverages and/or the possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 90-94 in

or on any part of the Pitt Community College campus will not be tolerated. Finally, the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas. Excessive noise of any type which detracts from an atmosphere of learning and study (unless a part of an approved College activity) is prohibited. Any violation of these regulations may result in expulsion from the College. In addition, for any infraction which is a violation of North Carolina law, the student may be turned over to Public Safety.

STUDENT CODE OF CONDUCT POLICY

Statement of Expectation
Each student of Pitt Community College is expected to conduct him or herself in accordance with the college policy to preserve PCC's safe and supportive learning environment. The term "student" includes all persons registered for or enrolled in one or more courses at PCC, either for credit or non-credit. Pitt Community College has the right to take necessary and appropriate action to support and protect the safety and well-being of the college community. PCC students are expected to abide by local, state and federal laws as well as college policies. PCC has the discretion to proceed with disciplinary action under this Code in addition to any criminal or civil judicial proceedings.

Faculty Rights and Authority
The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in prohibited behaviors that result in disruption of a class or college-sponsored activity may be directed by the faculty member to leave the class or activity for the remainder of the period. Actions of dismissal should be reported to the Vice President for Student Development Services. Longer suspensions from a class or activity, or dismissal on disciplinary grounds, require action by the Vice President for Student Development Services or designee.

Prohibited Student Conduct – conduct for which students are subject to disciplinary sanctions includes but is not limited to:
• Any behavior that is disruptive to the educational process of the College as determined by a College official.
• Academic Dishonesty – cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism (Cheating means getting help that was not approved by your instructor from someone or something on a test, quiz, exam, or assignment. Plagiarism means to submit as one's own the work of another. Plagiarism is stealing someone else's ideas or words).
• Alcoholic Beverage and Illegal Substances – using, selling, or possessing alcoholic beverages or controlled substances or being under

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the influence of alcohol or controlled substances on college property or college sponsored events.
• College Policy Infraction – violating any other college policy that has been publicized.
• Complicity – aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the Student Code of Conduct.
• Computer Misuse – See Computer Network Acceptable Use Policy in *PCC Catalog* or PCC web site.
• Discrimination or Harassment – discriminating or harassing conduct.
• Facilities Misuse
• False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the college, falsely claiming to represent the college.
• Gambling – wagering for money or other things of value.
• Theft of or Damage to Property
• Violent, Threatening, and Intimidating Behavior
• Weapons – possessing or using unauthorized firearms or other weapons.
• Excessive Noise – the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas.

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Information on the Student Code of Conduct Policy and due process may be obtained from the Vice President of Student Development Services.

Student Rights
All students are guaranteed the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

Dismissal

A student may be dismissed from a class or from the College for conduct or personal habits which are not in the best interests of the student or of the College. Information on dismissal and reinstatement procedures may be obtained from the Office of the Vice President of Student Development Services.

Student Grievance Procedure/Due Process

Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff (support and administrative) concerning the following:

    A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.

    B. Sexual harassment complaints should be directed to the Office of the Vice President of Student Development Services. The student sexual harassment grievance procedure is covered in the *PCC Employee Manual.* Copies of the procedure may be obtained from the Office of the Vice President, Student Development Services.

    C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

Procedure

Step 1. The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten (10) working days of the incident which generated the complaint.

Step 2. If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty or staff member's direct supervisor within ten (10) working days after satisfying Step 1. As part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division or component concerned.

Step 3. If the complaint is not resolved at the informal conference with the direct supervisor, the student may file a written grievance. The grievance forms may be obtained from the Office of the Vice President, Student Development Services. The completed grievance form must be presented to the office of the Vice President, Student Development Services within ten (10) working days after satisfying Step 2. The Office of the Vice President, Student Development Services will refer the grievance form to the chief administrative officer of the division. The Vice President, Student Development Services shall respond in writing to the student within ten (10) working days after consulting with the chief administrative officer.

Student-on-Student Sexual Harassment

Under Title IX of the Education Amendments of 1972, no education program or activity receiving federal financial assistance may exclude, deny benefits to or discriminate against any person on the basis of sex (20 U.S.C. sec.1681.a). The purpose of the statute is to prevent "discriminatory practice" in education and "to provide... effective protection against those practices."

Sexual harassment is a form of discrimination that may violate state and federal laws. Pitt Community College is committed to providing an environment for all students that is free from offensive or degrading conduct or remarks. In 1980, the Equal Employment Opportunity Commission adapted guidelines to help define sexual harassment in the academic setting. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1.   Submission to such conduct is made an expressed or implied term or condition of employment or status in a class, program or activity;

2.   Submission to or rejection of such conduct by an individual is used to make employment or educational decisions (such as hiring, promotion, or grading in a course);

3.   Such conduct has the effect of substantially interfering with an individual's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Student-on-student sexual harassment falls under the conduct listed above as item #3. If a student feels that he or she is being sexually harassed by another student, he or she should notify the appropriate instructor or staff person immediately. Sexually harassing behavior can be intimidating, exploitive, or coercive and diminishes the goals of the college to provide a healthy living, learning, and working environment.

Students found guilty of sexually harassing another student will be subject to disciplinary action up to and including dismissal from the college.

Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The appeal is heard by the Hearing Committee (Judicial Review

Board), which is composed of two representatives of the Student Government Association, two faculty members, and one staff member. The decision of the committee is final, subject only to the student's right to appeal to the president of the College or ultimately to the Board of Trustees. The provisions of due process will be applicable to all actions involving suspensions, extensions, probation, and dismissal. Additional information may be obtained from the Vice President of Student Development Services.

STUDENT FINANCIAL AID CONCERNS

Student concerns regarding Title IV Higher Education Act financial aid or NC State financial aid programs can be directed to the Vice President, Student Development Services. Student concerns regarding Title IV Higher Education Act guidelines can be directed to the US Department of Education by calling 1-800-433-3243. Student concerns regarding the NC State financial aid program can be directed to the NC State Education Assistance Authority, P. O. Box 14223, Research Triangle Park, NC 27709-4223.

COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY

Safety and security of all students, staff, faculty and customers is a primary concern of Pitt Community College. Therefore, acts of violence made by or against any of the aforementioned will not be tolerated. Students, staff, faculty and customers committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/ suspension from the college and/or having privileges suspended.

Pitt Community College has a **zero tolerance** for violence and therefore prohibits the following behaviors:

* any act or threat of violence made by an employee, student or customer against another;

* any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;

* any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public;

* any act or threat of violence made directly or indirectly by words, gestures, or symbols;

* use or possession of weapons on the college campus.

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SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY

Pitt Community College recognizes its responsibility to provide

* a wholesome environment of health education awareness for students, faculty, and staff,

* a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and

* the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, as needed, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

* providing existing human resources for early intervention for individuals with a chemical problem,

* offering educational drug abuse prevention programs,

* referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and

* referring students exhibiting erratic and/or disruptive behavior to the Vice President of Student Development Services where students will be subject to disciplinary action.

The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89-90 through G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities.

Policies regarding communicable diseases are as follows:

* Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.

* Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate supervisor.

* Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

* The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Centers for Disease Control and Prevention for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

CONTROLLED SMOKING POLICY

Pitt Community College has a "Friendly" Controlled Smoking Policy which allows smoking on campus in designated areas only.

CANVASSING, PEDDLING, AND SOLICITING POLICY

Canvassing, peddling, and soliciting are not allowed on the PCC campus. Door to door sales, distribution of handbills, and placement of materials on automobiles are not allowed on the PCC campus.

Student organizations must request permission from the Vice President of Student Development Services to hold special sale campaigns, solicitation activities, or to post materials on the campus.

Non-student organizations or individuals must request permission from the Vice President of Administrative Services to conduct similar activities.

INSTITUTIONAL ADVANCEMENT

The Institutional Advancement Division coordinates the college's efforts to enhance its relationships with the community and the customers it serves. The division seeks to build partnerships with educational institutions and businesses. It supports the college's mission by developing and implementing a resource development plan to assist in funding the college's strategic plan.

The Institutional Advancement Division includes the following: Alumni Relations, Community Relations, Cooperative Education, Dual-Enrollment for High School Students, Marketing, PCC Foundation, Public Relations, Resource Development/Grantwriting, and Tech Prep.

FUNDRAISING POLICY

Students, employees, and campus organizations engaged in community fundraising activities to benefit the College's programs, organizations or individuals, should coordinate these activities with the Vice President of Institutional Advancement, (252) 493-7287. All fundraising activities shall be consistent with the mission of the College. There shall be no soliciting or similar activities that are in conflict with the Pitt Community College Foundation. For external fundraising, also contact the Vice President for Institutional Advancement, (252) 493-7287, Vernon White Building, Room 2.

GRANTS POLICY

The Institutional Advancement Division will administer the research, writing, and collection/storage of college's grants and resource development projects. All grants written for the college will be consistent with the mission of the college and the college's strategic plan. The division will include grant writing and resource development in its planning process and these activities will be evaluated on an annual basis.

The Institutional Advancement Division will provide leadership in training faculty and staff for grant-writing activities. The division's Resource Development Director will provide grant-writing assistance for administration, faculty, and staff. The Resource Development Director will establish and maintain a grant repository for the college.

The Resource Development Director will supervise a process for developing and writing grant proposals and work with a Grants Review Committee.

COMPUTER NETWORK ACCEPTABLE USE POLICY

Mission
The primary purpose of the Pitt Community College computer network is educational. The college's mission is to enhance economic development and the quality of life in our community through an environment of academic excellence, dedicated to educating a diverse population for success in the workplace and in higher education. All users must understand this purpose.

Code of Conduct for Users of www.pitt
The users of www.pitt (all of PCC's computer resources and computer network) must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The college does not attempt to define all acceptable or unacceptable uses of the network. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

Examples of Acceptable Use Encouraged by Pitt Community College
Acceptable Use of Computers and the Network for:
1. Obtaining and spreading knowledge;
2. Gathering research material and data;
3. Analyzing data;
4. Providing data and research in support of public service;
5. Preparing course materials;
6. Enhancing educational approaches and teaching methods;
7. Enhancing course work;
8. Developing surveys and administering targeted demographic surveys.

Examples of Unacceptable Use
Users are responsible for their actions and activities on www.pitt, including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of the network will result in suspension or revocation of those privileges.

Unacceptable Use Includes:
1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or other commercial gain;
3. Degrading or disrupting equipment or system performance;

4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities, including unauthorized use of others' passwords;
7. Invading the privacy of individuals;
8. Posting anonymous messages;
9. Creating or displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;
10. Using the network in support of groups outside the College when such use is not in keeping with the mission of the College; and
11. Using personal web pages not primarily focused on the mission of the College.

Network Procedures

Manners – Appropriate network manners include being polite, using appropriate language, and not revealing personal addresses or phone numbers of students or colleagues. Remember: Electronic mail (e-mail) is not guaranteed to be private. In addition, system operators log network use (WWW, e-mail, etc.) However, all communication and information accessible on the networks can be assumed to be private (following the dictates of common politeness and common sense.)

Authorization – Students, faculty, and staff must have appropriate authorization to use the network.

Priority of Access – Students, faculty, and staff have the right to access the equipment; thus, users shall not play games or use computer resources for non-academic purposes when other users require the system for academic purposes.

Conflicts – In the case of conflicts among users of computing resources and the network, resolution will follow the PCC Network Administration Hierarchy.

Disclaimer – Information obtained through www.pitt is at the user's own risk. PCC is not responsible for the accuracy or quality of information obtained. Users need to consider the source of any information obtained, and, as this is a global network, accept responsibility for accessing inappropriate material as described under Unacceptable Uses.

Penalties for Improper Use – Users violating guidelines, including applicable state and federal laws, are subject to loss of network privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

INTELLECTUAL PROPERTY POLICY

Pitt Community College must support the incubation and nurturing of innovative ideas in order to further the mission of the College. New discoveries and creations, which are subject to or eligible for intellectual property protection, may emerge in the pursuit of the mission. The stewardship of such intellectual property, consistent with the mission of the College, is an important responsibility of both the College and all covered individuals under the policy including students, faculty and staff. The intent of the Intellectual Property Policy is to define the rights and responsibilities of all full-time and part-time faculty, staff members, and students. These rights and responsibilities will be administered by the College's Technical Licensing Office, (Vice President of Institutional Advancement).

The Pitt Community College Board of Trustees has adopted an Intellectual Property Policy and a participation agreement that confirms acceptance of the Intellectual Property Policy by all covered individuals and assigns to the College all rights in any Intellectual Property in which the College asserts ownership.

The Intellectual Property Policy includes detailed information about (1) the College's ownership, (2) covered individual's ownership, (3) disclosure of intellectual property, and (4) revenue sharing. A complete copy of this policy is available at the PCC website homepage, each Dean's office, the college's Human Resources Office, and the Technical Licensing Office, (Room 2, Vernon White Building).

LIBRARY

As a primary resource and gateway to information, the Library continues the learning initiated in classrooms and elsewhere. The Library teaches and assists its users to be effective information consumers, with the ability to locate, organize, evaluate, synthesize, and apply information.

The Library values customer service and the ability to offer users access to knowledge in many different formats. We offer assistance and instruction to students, employees, and community residents to develop their information skills. Our goal is to help users find the information that they need.

Library resources and services include a wide variety of print and non-print materials, technical equipment, support facilities, and specialized services. The print materials collection includes books, magazines and journals, newspapers, and other printed materials.

Audiovisual materials in the Library collection include DVD's, laser discs, transparencies, slides, audio and video tapes, records, and computer software. Microfilm copies of back issues of selected newspapers and certain historical records of the Pitt County area are also available for use in the Library. The Library provides equipment needed for the utilization of Library materials.

A staff of professional librarians, specialized technical assistants, and library assistants provide instruction and assistance in the use of Library materials, equipment, and services.

The Library is open Monday through Thursday from 7:45 a.m. to 9:30 p.m., on Friday from 7:45 a.m. to 5:00 p.m., and on Saturday from 9:00 a.m. to 1:00 p.m. (closed Sundays and PCC observed holidays). Hours vary during semester breaks and summer semester. Located in the Clifton W. Everett Building, the Library is arranged and furnished to provide a pleasant atmosphere conducive to study and to personal use of the variety of resources and services available. Telephone: (252) 493-7350.

COOPERATIVE EDUCATION (CO-OP)/INTERNSHIP

The cooperative education/internship program is designed to give students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school. For more information contact your faculty advisor.

Eligibility

All students enrolled in programs offering Cooperative Education/ Internship for academic credit who have completed two semesters in that program are eligible to enter the cooperative education/internship program if they meet the following requirements:

1. Students must have a 2.0 GPA,
2. Students must be enrolled in a degree granting program of study with Cooperative Education/Internship as a requirement for graduation, and
3. Students must plan to graduate from Pitt Community College.

Enrollment Procedure

Students interested in the cooperative education/internship program should follow the procedure outlined below:

1.   Students should make an appointment with their advisor prior to registration to discuss job placement.
2.   Students should register for the appropriate Cooperative Education/Internship course and section number.
3.   Students should complete a Cooperative Education/Internship Reportbook.

Academic Credit

1.   One (1) credit hour will be given for the satisfactory completion of each semester's cooperative training assignment of ten hours per week. Grades given by the faculty advisor will be based on reports and evaluations submitted by the student and the employer. Reports of credit will be made to the Office of the Registrar by the Dean.

2.   A student may receive a maximum of two credit hours during any one semester. Each curriculum program specifies the maximum number of credit hours allowed toward degree or diploma requirements.

3.   Credits earned with the approval of the appropriate dean substitute for required or elective courses within the curriculum guidelines.

Students interested in cooperative education/internship should contact their faculty advisors.

COLLEGE OUTREACH

The focus of the Pitt Community College Outreach Program is to identify educational and workforce development training needs throughout Pitt County and to refer potential students to services provided by the college. To achieve this goal, the Outreach Director will assess the needs of the diverse population in Pitt County. Along with other College personnel and agencies within the community, the College Outreach Program will refer students to the appropriate educational and workforce development options and support each individual.

College Outreach is a gateway for individuals to inquire about and take advantage of our College's resources so they may determine how or where to begin.

There are several major components to the delivery of Outreach services:

♦ Personalized assistance with admissions and registration
♦ Counseling
♦ Mentoring
♦ Faculty and student progress checks
♦ Community–based volunteer program
♦ Effective media awareness campaign

INTERNATIONAL PROGRAMS AND SERVICES

The International Programs and Services Office coordinates and manages international educational projects for faculty, staff, and students. It leads the internationalization and globalization efforts of the college. Supporting the global component of PCC's mission statement, International Programs and Services seeks to identify and engage in opportunities to:

• Learn more about other regions of the world,
• Better communicate in global and cross-cultural environments
• Enhance values of respect and cooperation to become good global citizens
• Connect with the global economy.

ECONOMIC AND COMMUNITY DEVELOPMENT

The Economic and Community Development Division of Pitt Community College provides workforce development training for adults from the community, business, and industry. Various programs and courses are offered for individuals to meet particular needs and interests. Opportunities exist to upgrade occupational skills, to acquire new skills, to complete high school, and to pursue activities for personal enrichment. Classes are held on-campus and at various off-campus facilities such as public schools, community buildings, churches, civic centers, industrial plants, and fire stations. Courses are open to all adults 18 years of age or older. However, in some cases, specific requirements must be met. High school students 16 - 18 years of age may be permitted to enroll with written approval from the appropriate public school official.

PHILOSOPHY

The Economic and Community Development Division is committed to enhancing the quality of Pitt Community College's continuing education's training programs and services to support a global workforces and communities.

MISSION

The mission of the Economic and Community Development Division is to educate and empower people for success in life and a global workforce through JobLink services, basic skills, industry, small business, occupational, and community service training.

All associates accomplish the mission by way of a unified and committed effort:

* to become the leading providers of workforce development training;
* to use state-of-the-art technology to prepare individuals for employment;
* to partner with other organizations to promote economic development;
* to help adults gain entrance to their educational pursuits by responding to their lifelong learning needs;
* to respond to the need to eradicate poverty and illiteracy by providing basic skills;
* to proactively respond to internal and external customer needs.

SCHEDULE OF COURSES

A schedule of Economic and Community Development classes is published periodically and distributed throughout Greenville and surrounding areas. Classes are organized based upon demonstration of sufficient interest and availability of required facilities and qualified instructors. Various media such as newspapers, radio, and television are also utilized to announce course offerings. Classes may be scheduled for mornings, afternoons, evenings, or weekends according to the needs of the participants. The College reserves the right to change, add, delete, or withdraw courses or program offerings from the schedule at any time. The Division encourages interested citizens to contact them concerning particular areas of interest.   Telephone: (252) 493-7388.

COURSE CREDIT

Generally continuing education courses offered in the Economic and Community Development Division are non-credit. An Adult High School Diploma is awarded after earning 20 units of credit and passing the North Carolina Competency Tests. CEU's (Continuing Education Units)are awarded for certain training programs, courses, and seminars.

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Ten contact hours of class earn one CEU. Written acknowledgement of course completion or participation may be provided to individuals upon written request. Certificates may be awarded upon completion of a single course and/or a cluster of courses.

REGISTRATION AND ATTENDANCE

Registration can be accomplished in several ways – walk-in, mail-in or fax for designated courses. All courses require pre-registration indicated in course publicity. Interested students are encouraged to seek information about a particular course via the telephone. A minimum number of participants may be required before a class can be offered or continued. Pitt Community College has the right to place students in appropriate levels of training as deemed necessary by the College. For further information call (252) 493-7388.

FEES

The basic registration fee charged for an Economic and Community Development Division continuing education course is the occupational extension fee established by the North Carolina General Assembly. Deviation from the basic registration fee may be mandated by state statute for individuals and/or groups by the source of funding and self-supported courses.

Specific fees may be charged for items required in a course in addition to normal supplies and materials provided by the College. There is a $5.00 technology fee for Occupational Continuing Education classes.

Insurance cost is a specific fee required of Economic and Community Development Division students in identified courses requiring shop, physical exercises, and clinical experiences. The exception to the requirement would be students identified by their employers with insurance or workman's compensation. Insurance participation is optional for other students. The structure is set annually by the insurance provider.

Economic and Community Development Division students may participate in College student activities by paying an activity fee based upon the number of hours enrolled in a given semester. Economic and Community Development Division students who meet on-campus for a significant number of hours are encouraged to participate in all activities provided curriculum students by paying the fee.

Economic and Community Development Division students who take an occupational extension course more than twice within a five-year period shall pay a pro-rata share of the actual cost of the course. The fee will be the usual occupational extension registration fee, at a minimum. The exception to the repetition fee is when the course is required for certification, licensure, or recertification.

REFUND POLICY

The Office of Economic and Community Development Division may refund the registration fee only for courses identified as "Occupational Extension". The registration fee may be refunded under the following circumstances:

* A student who officially withdraws in person in the Office of Economic and Community Development Division prior to the first class meeting or if the class fails to "make" due to insufficient enrollment is eligible for a 100% refund.

* A student who officially withdraws in person at the Office of Economic and Community Development Division or with class instructor prior to or on the official 10% point of the class is eligible for a 75% refund.

* Requests for refunds will not be considered after the 10% point.

To determine eligibility for refund, the student may contact the Office of Economic and Community Development Division. The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

COURSE DESCRIPTIONS

Course descriptions are available upon request by calling or visiting the Economic and Community Development Division. Individuals who desire counseling or other special assistance may contact the Economic and Community Development Division.

BOOKS AND SUPPLIES

Many Economic and Community Development Division continuing education courses require textbooks and special supplies. When a text is required, students will be notified through course publicity and/or at the first class meeting. Students are responsible for purchasing their texts and class supplies.

OCCUPATIONAL TRAINING

One of the major goals of Pitt Community College is to provide opportunities for citizens to prepare for new occupations or to upgrade their knowledge and skills in their current employment. These opportunities are provided through single courses or a series of courses designed for a specific occupation.

These courses are designed for the express purpose of training an individual for employment, upgrading the skills of persons presently employed, and re-training others for new employment. They are offered to people in all technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Most occupational courses are developed and taught on request from a group or an employer. Courses are usually offered at a time and place convenient to the employee and/or employer.

The following are examples of general occupational courses:

Blue Print Reading	CPR
Computer Software Training	First Aid
Estimating for Building Trades	Industrial Safety
Certified Dietary Manager Training	Nursing Assistant
Spanish: Beginning Conversation Level I & II	
Sign Language: American, Level I & II	

Specialty Occupational Programs

Computer Training

The Computer Technology Center offers traditional instructor led face-to-face training as well as flexible on-line courses. We offer hands-on computer training in our facility as well as yours. Our courses range from 15-week full semester courses to 1-day seminars and everything in between. Our on-site classes are completely modular and can be custom designed to fit your needs. Our on-line class offerings give you the scheduling flexibility you need to get the training you need in the time you have. You can check out our full on-line course offering at http://www.ed2go.com/pittcc.

Criminal Justice/Law Enforcement Training

Several short courses and seminars are conducted to upgrade and train law enforcement and correctional officers. Examples are: Introduction to Police Science, Courts and Law, Laws of Arrest, Search and Seizure, General Criminal Investigation, and Jailer Certification

Training. The College also offers a two-year associate degree in criminal justice and a certificate in the Basic Law Enforcement Training Program (BLET).

Emergency Services Training

The Emergency Services Program is designed to provide various levels of Emergency Medical Services training, from EMT-Basic, EMT-Refresher, to EMT-Intermediate and to EMT Paramedic. The courses are designed to prepare students for various levels of state certification that may be required to be an emergency care provider.

Fire Rescue Training

The Fire and Rescue Training Program is designed to provide fire and rescue personnel an opportunity to gain technical information and to build skills in modern fire fighting through a variety of learning experiences. These courses are usually conducted in local fire departments for volunteer firemen who train as an organized group utilizing equipment and methods they would ordinarily use in preventing and suppressing fire.

Subject areas for volunteer firemen may include: arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials, introduction to fire fighting, ladder practices, hose practices, protective breathing equipment, and fire fighting procedures. Courses such as Home Safety, Fire Prevention, and Industrial Fire Brigade Training are available to the public and industry as well as fire service personnel.

Nurse Assistant Programs

Pitt Community College offers Nursing Assistant I, Nursing Assistant I Refresher, Nursing Assistant II, and Home Companion Aide classes. The Nursing Assistant I and II classes are offered each semester. The Nursing Assistant I Refresher is offered in March, July, and November. The Home Companion Aide class is offered once a semester.

The Nursing Assistant I is a 144-hour course which prepares graduates to provide personal care and perform basic nursing skills. It includes classroom, lab, and clinical learning experiences. The Nursing Assistant I Refresher is a 19-hour, 5-day course that offers a *review* of Nursing Assistant I material and skills. A student is eligible for this class, *only* if they have previously been certified with NC Division of Facility Services within the last 48 months.

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The Nursing Assistant II is a 168-hour course which prepares graduates to perform *advanced* nursing procedures with job placement at the hospital level. It includes 80 hours classroom/lab and 88 hours clinical learning experience. Students *must* have a current listing as a NA I with NC Division of Facility Services to take the NA II course.

The Home Companion Aide is a 75-hour introductory course for individuals wanting to learn the very basic nursing skills and not desiring a certification.

Licensure/Certification

The Licensure/Certification Program is designed to provide training for occupations that require prerequisites to employment or as a continuing requirement to maintain currency in an occupational area.

The Economic and Community Development Division offers specific training prescribed by a licensure or certification agency. The cooperating agency or professional group issues the initial certification or recurring documentation. Certification courses include, but are not limited to Notary Public Education, CFC (Chlorofluoro carbon), Recovery/Recycling, NC Auto Safety Inspection, and NC On Board Diagnostic Emissions Inspection Training.

Leadership Development Training

Leadership Development Training courses are designed for potential and current supervisors who want to become more effective leaders. Courses are offered both on and off campus. The courses are flexible in content and meeting times. Every effort is made to fit course content to particular individual, industrial, or business needs.

Professional In-Service Programs

Teacher Certificate Renewal: Local school officials responsible for providing in-service training for teachers coordinate with the Economic and Community Development Division to develop special courses designed to meet the needs of the local school unit. The Division assists in the development and delivery of approved courses by providing the needed personnel, facilities, and services in coordination with the local school unit.

Other Professional In-Service: Various institutions and agencies require employee upgrading through the offering of in-service classes. The Economic and Community Development Division coordinates with each agency to develop appropriate in-service programs on an as-needed basis.

Organizational Improvement Training

The Economic and Community Development Division is dedicated to providing quality training to support the customer oriented/ continuous improvement/employee empowerment concepts practiced in industries and businesses throughout the area. Instructors are available to deliver a complete quality training program or individual courses. The training may include awareness and introductory courses as well as specific courses providing practical approaches to communication, decision-making, teaming, data collection skills, and other continuous improvement training. The Division is licensed to offer several nationally recognized quality programs including Achieve Global, Total Quality Transformation, Franklin Covey, and ISO-9000 Training. Organizations interested in initiating a quality program or improving current practices should consult with an Economic and Community Development Dean to plan an appropriate program.

Safety Training (OSHA)

The Division works closely with the North Carolina Department of Labor to provide required OSHA compliance and safety training. The training may be tailored to a specific organizational need and offered at the requestor's site. Smaller organizations may choose to send employees to Safety Institutes held periodically on the main campus.

BUSINESS AND INDUSTRY SERVICES

The primary purpose of the Business and Industry Services area is to administer several specially-funded programs which directly address the training needs of business and industry – Focused Industrial Training, and New and Expanding Industry.

All of these programs and services are directly related to new and/or sustained economic growth. Liaison with state, regional, and local agencies associated with economic development is an important responsibility of the Economic and Community Development Division.

Classes may be arranged to meet specific needs such as training individuals for employment for new industries locating in the area, training new employees for certain industry expansion programs, and training existing skilled or semi-skilled workers in manufacturing to use new technology. These classes may be held at the industrial site, on-campus, or at other convenient locations.

Focused Industrial Training (FIT)

The FIT Program is designed to respond to the training needs of employers and employees in existing industries. Often training programs are developed in response to the introduction of new technologies or demands in the workplace and may cover such topics as industrial mechanics, industrial safety, industrial electronics, and technology and industrial supervision. This training is of particular importance to industries that need specific training for a small group of employees. The Director of Business and Industry Services should be contacted to plan for this type of training.

New and Expanding Industry Programs

The Economic and Community Development Division works closely with Pitt County Development Commission to bring new industries to Pitt County and with the Economic and Workforce Development Division of the North Carolina Community College System to provide training services to prospective employees of a new or expanding industry.

The Business and Industry Services Director works closely with the organization to design a customized training program. The nature of the job to be trained for and the level of skill needed by the potential workers determine the content and duration of the training program. Eligibility is obtained on a company by company basis. The Director of Business and Industry Services should be contacted to inquire about this program.

Small Business Center

The Small Business Center of Pitt Community College is designed to respond to the training needs of the area's small business owners, managers, personnel, and others in business as well as those interested in starting a small business. Training sessions are offered in the form of workshops, seminars, and short courses. Topics such as management, marketing, advertising, accounting, salesmanship, and computer skills are covered in the training sessions.

The following are examples of Small Business Center courses:

Small Business Basics	Customer Relations
Small Business Bookkeeping	Marketing
Small Business Supervision	Financial Planning
Small Business Tax Workshop	Computers

The Small Business Center offers a resource center to provide publications and video viewing to address small business problems. The Small Business Center provides free counseling by appointment. Contact the Small Business Center for workshop schedules, counseling and more information on services provided.

COMMUNITY SERVICES

The Community Service Programs are designed to provide courses, seminars, and activities that contribute to the community's overall cultural, civic, and intellectual growth and to assist adults in the development of new skills or in upgrading of existing ones in a vocational, academic, and practical skills areas.

The Community Service Program provides non-credit courses which enable adults to develop knowledge and skills in areas of general interest to the community. The Division will develop courses and activities to meet specific needs and interests of its adult participants. The following are examples of general interest courses:

Art: Painting, Drawing, Sketching	Handyperson Repair
Arts and Crafts	Interior Decorating
Cake Decorating	Investments and Securities
Creative Writing	Sign Language: American
Conversational French, German, Spanish	Memoir Writing

BASIC SKILLS PROGRAM

The Economic and Community Development Division offers remedial opportunities to Pitt County citizens who lack the basic skills that would enable them to be successful in today's workplace. The Adult Basic Education Program (ABE) provides instruction in reading, writing, and math skills that serve as a foundation for additional studies. The Adult High School Diploma (AHS) and the General Educational Development (GED) programs are available to students who do not have a high school education. English as a Second Language (ESL) provides instruction to meet the varied needs of individuals for whom English is not their primary language. Compensatory Education is a program whose focus is on the skills needed by developmentally disabled adults to function as independently as possible. Achieving College Entry (ACE) Lab assists high school/GED graduates to improve math, reading, and writing skills. More detailed information follows on each program. For more information call (252) 493-4396.

Adult Basic Education

Adult Basic Education is designed to improve the reading, writing, spelling, and math skills of persons who seek self-improvement through organized classes. The goal of the program is to help the student function more effectively in day-to-day life. Computer-assisted instruction is available as an added incentive for students working toward their goals. Classes may be established throughout Pitt County and may be co-sponsored with churches, schools, business/industry or community organizations. Emphasis is placed on Workplace Skills, Life Skills, and Citizenship. There are no charges for the classes or materials.

Adult High School Diploma Program

The Adult High School Diploma Program provides instruction designed to qualify a student for a diploma given by Pitt County Schools and Pitt Community College. Students wishing to enter the Adult High School Diploma Program may contact the Basic Skills Office for further information. Students who successfully complete all required courses and pass the N.C. High School Competency Tests will receive an Adult High School diploma.

General Educational Development (GED) Classes

Classes and lab settings are designed to prepare adults to take the Tests of General Educational Development (GED). Adults may enroll in morning, afternoon, or evening classes at specified locations in Greenville and other Pitt County areas. Program content includes instruction in reading, writing, mathematics, social studies, and science. There are no charges for the classes.

High School Diploma Equivalency/GED

Adult residents of North Carolina who have not completed high school may earn a High School Diploma Equivalency by passing a battery of five tests. These are the Tests of General Educational Development (GED).

A High School Equivalency Diploma is recognized by employers and educational institutions and is issued by the North Carolina Community College System.

Persons who want further information or those interested in taking the GED tests should contact the Learning Center on the college campus. The center administers the tests by appointment. There is a fee of $7.50 to take the GED tests.

English as a Second Language

English as a Second Language classes are available for foreign-born adults who wish to improve their English speaking, reading, writing, and life skills as well as preparation for entrance in institutions of higher learning. Classes may be held at locations throughout Pitt County as well as on campus. Extra help with English acquisition may be received on campus through the ESL lab or the Basic Skills Learning Center. Industrial groups with special needs for employees should contact the Basic Skills Office to discuss on-site classes.

Learning Center

Adult Basic Skills (reading, writing, and math improvement), GED preparation, and the Adult High School Diploma Program are offered in the Learning Center located in the Everett Building on the Pitt Community College campus. Students may use books, computers, or other resources to assist in their learning. Hours of operation in the Center are 8:00 a.m. to 9:00 p.m. Monday - Thursday, 8:00 a.m. - 5:00 p.m. Friday.

Compensatory Education

Compensatory Education is designed to enable adults with developmental disabilities and brain injuries to:

* Become more independent and self-directed
* Become more familiar with basic occupational skills
* Acquire skills to meet and manage community, social, career, and personal adult responsibilities.

Compensatory Education classes are available on the Pitt Community College campus, at the Eastern Carolina Vocational Center, and at various locations in Pitt County. There is no charge for materials or instruction.

Achieving College Entry (ACE) Lab

The Achieving College Entry (ACE) Lab assists high school or GED graduates in improving their math, reading, and writing skills before taking the college entrance exam. Lab hours are 12:15 p.m. – 5:15 p.m. Monday through Thursday.

HUMAN RESOURCES DEVELOPMENT

Human Resources Development (HRD) is designed to educate and train people for success in the workplace.

The Human Resources Development Program provides employability skills training for unemployed and underemployed adults. The HRD Program address each of the six core HRD components:

♦ Assessment of an individual's assets and limitations
♦ Development of positive self-concept
♦ Development of employability skills
♦ Development of communication skills
♦ Development of problem-solving skills
♦ Awareness of the impact of information technology in the workplace (basic computer skills)

These six components are incorporated into the different classes or labs that may be self-directed, self-paced, and structured. A lab is located at the JobLink (One-Stop) Career Center with open-entry, open-exit enrollment to meet the customized needs of individuals and/or partner agencies. The Human Resources Development Program helps participants transition into the community college, retain employment and advance in a career by building employability skills and setting career goals. Telephone: (252) 493-7255.

JOBLINK CAREER CENTER

The JobLink Career Center assists any job seeker in career decision-making, planning for marketability, and job search. There is no charge for any of the services. The Center located in the Community Square Shopping Center adjacent to PCC is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. for the convenience of job seekers. The telephone numbers are (252) 321-4534 and (252) 321-4578.

The staff offers assistance to individuals and groups in the development of career goals by examining interests, aptitudes, values, and exploring career interests. The Center offers a wide variety of self-services for job placement and career planning including: CHOICES, WinWay Resume, labor market information by county, region, or statewide, and much more. Available educational and career resources include information on careers such as educational requirements, personal qualities, job prospects, locations, details on the nature of the work, salary ranges, and opportunities for advancement as well as college catalogs, employer information and applications, and job opportunity listings.

Placement services are provided for Pitt Community College students, alumni, or any customer who registers with the Center. Up-to-date information on job openings from private, governmental, and educational institutions is available. The staff offers help in resume preparation, completing job applications, interview skills, and creative job search strategies. An on-site Employment Security Commission interviewer and Internet access to JIS terminals are also available. The Center also has staff from ten additional agencies located in the Center. This staffing pattern enhances the "One-Stop" concept.

The JobLink Career Center is the liaison between Pitt Community College students, Pitt County job seekers, and potential employers. All students, alumni, and job seekers are encouraged to register with the Center. Pitt Community College is the host agency of the Pitt County JobLink Career Center.

WORKSHOPS, SEMINARS, AND CONFERENCES

Workshops, seminars, and conferences are planned and offered by Pitt Community College on a variety of topics in cooperation with civic groups, non-profit organizations, or by special requests from the citizens of Pitt County.

The workshops and seminars may carry CEU credit if arrangements have been made in advance with Pitt Community College and if participants meet necessary requirements for receiving credit.

SELF-SUPPORTING COURSES

Some courses are offered as self-supporting courses. These are courses which the college may provide at the request of the community but for which the college receives no state budget. Financing of these courses by the college is covered by course fees.

SUMMARY REPORT ON PERFORMANCE MEASURES
Pitt Community College
(Reported May 2005)

#	Measure	Standard	Pitt CC	Met Goal
A	Progress of Basic Skills (students make progress within literacy level, complete a level, or move to a higher level)	75% progress (composite)	75%	Y
B	Passing Rates on Licensure/Certification Exams for First-Time Test Takers	Aggregate >= 80% Exams < 70%	6 greater than/equal to 70% 2 less than 70% Agg. = 84%	N
C	Goal Completion for Completers (those receiving a certificate, diploma, or degree)	95% achieve goal	99%	Y
D	Employment of Graduates (employed within one year of last attendance – adjusted for average unemployment in service area)	95% with local adjustment (94% for Pitt CC)	99.75%	Y
E	Performance of College Transfer Students	Equivalent to Native UNC Sophomore and Juniors (86.8%>=2.0)	With associate degree, 94%; No degree, but 24+ hours 80%; Combined 84%	N
F	Passing Rates in Developmental Courses	70% pass with at least a "C"	English 84.4% Math 72.7% Combined 76.8%	Y
G	Success Rate of Developmental Students in Subsequent College Level Courses	No Statistically Significant Difference in performance in subsequent courses between Dev. Students and Non-Dev. Students	Not Available for Phase I CIS colleges	NA**
H	Student Satisfaction of Completers and Non-Completers	90% (combined) are satisfied	718 completers (98% of sample), 1511 non-comps (98% of sample); Combined = 98%	Y
I	Curriculum Student Retention & Graduation	60% of the students enrolled	47% retained 11% graduated	N

		in Fall 2003 will graduate or still be enrolled at PCC (retained) in Fall 2004	Combined = 58%	
J	Employer Satisfaction with Graduates	85% are satisfied with the skills of employees trained or educated at community colleges	96%	Y
K	Business/Industry Satisfaction with Services Provided	90% are satisfied services provided by community colleges	100%	Y
L	Program Enrollment (in programs that have no external factors limiting enrollments)	Three-Year Average Annual Enrollment of less than 10	0	Y

*N/A: Data not available due to CIS project.
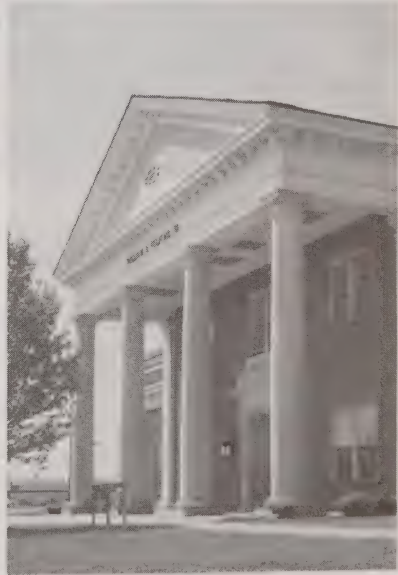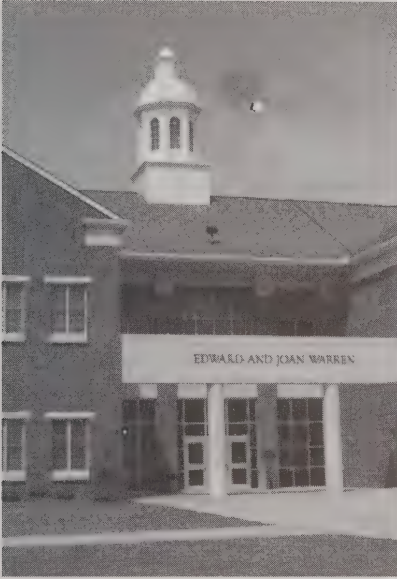
CURRICULUM PROGRAMS

- **Associate in Applied Science Degrees**

- **Diplomas**

- **Certificates**

- **Associate in Arts Degrees**

- **Associate in General Education**

- **Associate in Science Degrees**

Associate in Applied Science Degrees
Diplomas
Certificates

Associate in Applied Science (AAS) programs are designed to provide entry-level employment training in technical areas. AAS programs range from 64 to 76 semester credit hours. A full-time student can typically complete one of these programs in two years.

Diploma programs are designed to provide entry-level employment training. Diploma programs range from 36 to 48 semester credit hours and can usually be completed by a full-time student within two semesters and one summer session. Associate degree level courses within a diploma program may also be applied toward an AAS degree program.

Certificate programs are designed to provide short-term focused entry-level employment training. Certificate programs range from 12 to 18 semester credit hours and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or AAS degree program.

In the table below, several of the program titles are indented, others are not. The program titles that are not indented represent the highest level credential offered by Pitt Community College in that program area. Diploma and certificate programs have been developed by selecting courses from the higher level credential programs. These special diplomas and certificates are listed below each parent program in indented format.

All major courses in one of the special diploma or certificate programs contribute to the higher level program. This "career ladder" design allows the student to move to a higher level program without course duplication.

Program Title	Level	Code
Accounting	AAS	A25100
Basic Accounting Certification	Certificate	C2510001
Managerial/Small Business Accounting	Certificate	C2510002
Advertising and Graphic Design	AAS	A30100
Air Conditioning, Heating, & Refrigeration Technology	AAS	A35100
Heating and Air Conditioning Service	Diploma	D3510001
Heating and Air Conditioning Service	Certificate	C3510001
Architectural Technology	AAS	A40100

Associate Degree Nursing (Integrated) *	AAS	A45100
Automotive Systems Technology	AAS	A60160
Automotive Systems Technology Diploma	Diploma	D6016001
Basic Automotive Mechanical Systems Technology	Certificate	C6016001
Advanced Automotive Mechanical Systems Technology	Certificate	C6016002
Basic Automotive Electrical Systems Technology	Certificate	C6016003
Advanced Automotive Electrical Systems Technology	Certificate	C6016004
Basic Law Enforcement Training	Certificate	C55120
Biotechnology	AAS	A20100
Building Construction Technology	AAS	A35140
Residential Carpentry	Diploma	D3514001
Business Administration	AAS	A25120
Management Applications & Principles Certificate	Certificate	C2512001
Bus Adm: Human Resources Management	AAS	A2512C
Human Resources Management Diploma	Diploma	D2512C01
Human Resources Management Certificate	Certificate	C2512C01
Bus Adm: International Business***	AAS	A2512D
Bus Adm: Marketing and Retailing	AAS	A2512F
Marketing Certificate	Certificate	C2512F01
Cardiovascular/Vascular Interventional Technology *	Diploma	D45140
Cardiovascular/Vascular Interventional--Vascular	Certificate	C4514002
Cardiovascular/Vascular Interventional--Cardiac	Certificate	C4514003
Computed Tomography & Magnetic Resonance Imaging (CT/MRI) Technology *	Diploma	D45200
Computed Tomography Certificate *	Certificate	C4520001
Magnetic Resonance Imagining Certificate *	Certificate	C4520002
Computer Programming	AAS	A25130
Visual Basic Programming Certificate	Certificate	C2513002
C++ Windows Programming Certificate	Certificate	C2513003
Java Programming Certificate	Certificate	C2513004
Cosmetology	Diploma	D5514001
Criminal Justice Technology	AAS	A55180
Dental Assisting**	Diploma	D45240
Early Childhood Associate	AAS	A55220
Early Childhood Diploma	Diploma	D5522001
Administration Certificate	Certificate	C5522001
Early Childhood Certificate	Certificate	C5522002
Infant and Toddler Certificate	Certificate	C5522003
School Age Certificate	Certificate	C5522004
Special Education Certificate	Certificate	C5522005
Early Childhood: Teacher Associate	AAS	A5522B
Echocardiography Diploma	Diploma	D4516001

Echocardiography Certificate *	Certificate	C4516001
Electrical/Electronics Technology	AAS	A35220
Electrical/Electronics Diploma	Diploma	D3522001
Basic Wiring Certificate	Certificate	C3522001
Electrical/Electronics PLC Certificate	Certificate	C3522002
Electrical/Electronics Industrial Controls Certificate	Certificate	C3522003
Electronic Servicing Technology	AAS	A50120
Electronics Servicing Diploma	Diploma	D5012001
Computer Systems Certificate	Certificate	C5012002
Electronics Engineering Technology	AAS	A40200
Basic Electronics Certificate	Certificate	C4020001
General Occupational Technology	AAS	A55280
Global Logistics Technology**	AAS	A25170
Health Care Technology *	Certificate	C45350
Health Information Technology *	AAS	A45360
Health Unit Coordinator *	Certificate	C25220
Healthcare Management Technology	AAS	A25200
Healthcare Management Technology-Diploma	Diploma	D2520001
Healthcare Management Technology-Certificate	Certificate	C2520001
Healthcare Leadership and Management	Certificate	C2520003
Human Services Technology	AAS	A45380
Human Services Technology Diploma	Diploma	D4538001
Human Services Technology/Substance Abuse	AAS	A4538E
Substance Abuse Certificate	Certificate	C4538E01
Industrial Systems Technology	AAS	A50240
Industrial Systems Diploma	Diploma	D5024001
Basic Mechanical Maintenance Certificate	Certificate	C5024001
Bio-Maintenance	Certificate	C5024002
Industrial Management Technology	AAS	A50260
Information Systems	AAS	A25260
Information Systems Certificate	Certificate	C2526001
IS: Networking Admin. & Support	AAS	A2526D
IS: Network Certificate	Certificate	C2526D01
IS: Network Routing and Switching Technologies Certificate	Certificate	C2526D02
Information Systems Security***	AAS	A25270
Internet Technologies	AAS	A25290
Webmaster Certificate	Certificate	C2529001
Web Page Design Certificate	Certificate	C2529004
Database Certificate	Certificate	C2529005
Machining Technology	AAS	A50300
Machining Diploma	Diploma	D5030001

Machining Basics Certificate	Certificate	C5030001
CNC Certificate	Certificate	C5030002
Masonry	Diploma	D35280
Beginning Masonry Certificate	Certificate	C3528001
Intermediate Masonry Certificate	Certificate	C3528002
Mechanical Engineering Technology	AAS	A40320
Drafting for Manufacturing Certificate	Certificate	C4032001
Medical Assisting *	AAS	A45400
Medical Assisting Clinical Certificate	Certificate	C4540003
Medical Office Administration	AAS	A25310
Medical Office Transcription Diploma	Diploma	D2531001
Medical Office Administration Certificate	Certificate	C2531001
Medical Office Transcription Certificate	Certificate	C2531002
Medical Office Insurance Certificate	Certificate	C2531003
Medical Office Receptionist	Certificate	C2531004
Patient Access Representative	Certificate	C2531005
Medical Sonography *	AAS	A45440
Abdominal Sonography Certificate *	Certificate	C4544001
OB/GYN Sonography Certificate *	Certificate	C4544002
Nuclear Medicine Technology *	AAS	A45460
Nuclear Medicine Diploma	Diploma	D4546001
Occupational Therapy Assistant *	AAS	A45500
Office Systems Technology	AAS	A25360
Office Systems Technology Diploma	Diploma	D2536001
Administrative Manager Certificate	Certificate	C2536001
Computer Software Applications Certificate	Certificate	C2536002
Data Entry Application Certificate	Certificate	C2536008
Basic Office Technology Skills Certificate	Certificate	C2536009
Paralegal Technology	AAS	A25380
Polysomnography*	Certificate	C45650
Radiation Therapy Diploma *	Diploma	D4568001
Radiography *	AAS	A45700
Real Estate	Certificate	C25400
Real Estate Appraisal	Certificate	C25420
Respiratory Therapy*	AAS	A45720
Therapeutic Massage	AAS	A45750
Welding Technology	AAS	A50420
Basic Welding Diploma	Diploma	D5042001
Advanced Welding Diploma	Diploma	D5042002
Basic Welding Certificate	Certificate	C5042001
SMAW (Stick) Certificate	Certificate	C5042002
GMAW (MIG) Certificate	Certificate	C5042003

GTAW (TIG) Certificate	Certificate	C5042004
Pipe Welding Certificate	Certificate	C5042005
Welding BPR/Testing Certificate	Certificate	C5042006

*Satisfactory admissions test results, interview, high school record, and physical examination are some of the requirements for enrollment.

**Pitt has a collaborative agreement with area community colleges for the following programs. Please see a counselor for further information.

Dental Assisting—Martin Community College is the host school.
Global Logistics—Lenoir Community College is the host school.

***Pending North Carolina Community College System office approval.

Note: Students interested in EKG or Phlebotomy should refer to the Health Care Technology Certificate.

ACCOUNTING (A25100)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Acct.	3	2	0	4
ACC 121	Principles of Managerial Acct.	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 150	Accounting Software Applications	1	2	0	2
ACC 215	Ethics in Accounting	3	0	0	3
ACC 220	Intermediate Accounting I	3	2	0	4
ACC 221	Intermediate Accounting II	3	2	0	4
ACC 240	Government and Not-For- Profit Accounting	3	0	0	3
ACC 269	Audit & Assurance Services	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 116	Business Law II	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 120	Spreadsheet I	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
OR					
ECO 252	Principles of Macroeconomics	3	0	0	3
*	Accounting Elective	1/3	0/2	0	2/3
	TOTAL				**50/51**

GENERAL EDUCATION COURSES

COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
OR					
ENG 113	Literature-Based Research	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAT 161	College Algebra	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
OR					
PHI 240	Introduction to Ethics	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1
MAT	155	Statistical Analysis	3	0	0	3
		TOTAL				**4**

TOTAL CREDITS FOR AAS DEGREE   **72/73**

*Accounting Elective:
ACC 132 or ACC 140

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Basic Accounting Certificate and a Managerial/Small Business Accounting Certificate* option. Contact the program coordinator or department chair for specific requirements.

ADVERTISING AND GRAPHIC DESIGN (A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ART 131	Drawing I	0	6	0	3
ART 132	Drawing II	0	6	0	3
GRD 110	Typography I	2	2	0	3
GRD 111	Typography II	2	2	0	3
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
GRD 160	Photography Fundamentals I	1	4	0	3
GRD 161	Photography Fundamentals II	1	4	0	3
GRD 241	Graphic Design III	2	4	0	4
GRD 242	Graphic Design IV	2	4	0	4
GRD 265	Digital Print Production	1	4	0	3
GRD 280	Portfolio Design	2	4	0	4
GRD 271	Multimedia Design I	1	3	0	2
OR					
ITN 140	Web Development Tools	2	2	0	3
OR					
ITN 160	Principles of Web Design	2	2	0	3

GRD 272	Multimedia Design II	1	3	0	2
OR					
ITN 120	Intro Internet Multimedia	2	2	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
	TOTAL				**57/59**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE　　　　　　　　**73/75**

*Recommended Electives

Communications Electives:
COM 120, ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, HUM 212, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY (A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum, provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance, and advanced systems.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 115	Refrigeration Systems	1	3	0	2
AHR 130	HVAC Controls	2	2	0	3
AHR 133	HVAC Servicing	2	6	0	4
AHR 140	All-Weather Systems	1	3	0	2
AHR 151	HVAC Duct Systems I	1	3	0	2
AHR 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1
OR					
COE 111	Co-op Work Experience	0	0	10	1
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 215	Commercial HVAC Controls	1	3	0	2
AHR 220	Commercial Building Codes	2	0	0	2
AHR 240	Hydronic Heating	1	3	0	2
AHR 255	Indoor Air Quality	1	2	0	2
BPR 130	Blueprint Reading/Construction	1	2	0	2
CIS 111	Basic PC Literacy	1	2	0	2
ISC 115	Construction Safety	2	0	0	2
WLD 112	Basic Welding Process	1	3	0	2
	TOTAL				**58**

GENERAL EDUCATION COURSES

COM 120	Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Social/Behavioral				
	Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **74**

* Recommended Electives

Social/Behavioral Sciences Electives:
PSY 118, PSY 135, SOC 210

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Air Conditioning, Heating, and Refrigeration Diploma and a Heating and Air Conditioning Service Certificate.* Contact the program coordinator or department chair for specific requirements.

ARCHITECTURAL TECHNOLOGY (A40100)

The Architectural Technology curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ARC 111	Introduction to Architectural Technology	1	6	0	3
ARC 112	Construction Materials and Methods	3	2	0	4
ARC 113	Residential Architectural Technology	1	6	0	3
ARC 114	Architectural CAD	1	3	0	2
ARC 119	Structural Drafting	2	2	0	3
ARC 131	Building Codes	2	2	0	3
ARC 160	Residential Design	1	6	0	3
ARC 213	Design Project	2	6	0	4
ARC 220	Advanced Architectural CAD	1	3	0	2
ARC 230	Environmental Systems	3	3	0	4
ARC 231	Arch. Presentations	2	4	0	4
ARC 240	Site Planning	2	2	0	3
ARC 264	Digital Architecture	1	3	0	2
COE 111	Co-op Work Experience I	0	0	10	1
CST 221	Statics/Structures	3	3	0	4
CST 241	Planning/Estimating I	2	2	0	3
OR					
CST 293	Selected Topics in Energy Efficient and Building Design	3	0	0	3
*	Mathematics Elective	3	0	0	3
	TOTAL				**51**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Communication Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   67

* Recommended Electives

Communication Electives:
ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, HUM 110, HUM 115, HUM 140, MUS 110, PHI 230 PHI 240, REL 110

Mathematics Electives:
MAT 122, MAT 162, PHY 151

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

ASSOCIATE DEGREE NURSING (INTEGRATED) (A45100)

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physicians' offices, industry, and community agencies.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 155	Nutrition	3	0	0	3
BIO 175	General Microbiology	2	2	0	3
NUR 110	Nursing I	5	3	6	8
NUR 120	Nursing II	5	3	6	8
NUR 130	Nursing III	4	3	6	7
NUR 186	Clinical Supplement	0	0	3	1
NUR 210	Nursing IV	5	3	12	10
NUR 220	Nursing V	4	3	15	10
PSY 241	Developmental Psychology	3	0	0	3
	TOTAL				**53**
GENERAL EDUCATION COURSES					
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Communications Elective	3	0	0	3
	TOTAL				**23**

TOTAL CREDITS FOR AAS DEGREE — **76**

* Recommended Electives

Communication Electives:
ENG 112, ENG 113, ENG 114

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program is approved by the North Carolina Board of Nursing.

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

The Automotive Systems Technology curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AUT 110	Intro to Auto Technology	2	2	0	3
OR					
AUT 111	Basic Auto Technology	1	2	0	2
AUT 115	Engine Fundamentals	2	3	0	3
AUT 116	Engine Repair	1	3	0	2
AUT 141	Suspension and Steering Systems	2	4	0	4
AUT 151	Brake Systems	2	2	0	3
AUT 152	Brake Systems Lab	0	2	0	1
AUT 161	Electrical Systems	2	6	0	4
AUT 162	Chassis Electrical and Electronics	2	2	0	3
AUT 164	Automotive Electronics	2	2	0	3
AUT 171	Heating and Air Conditioning	2	3	0	3
AUT 181	Engine Performance-Electrical	2	3	0	3
AUT 182	Engine Perfor-Elec Lab	0	3	0	1
AUT 183	Engine Performance-Fuels	2	3	0	3
AUT 184	Engine Perfor-Fuels Lab	0	3	0	1
AUT 185	Emission Controls	1	2	0	2
AUT 221	Automatic Transmissions	2	6	0	4
AUT 231	Manual Drive Trains/Axles	2	3	0	3
AUT 281	Advanced Engine Performance	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
TOTAL					**50/52**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
OR					
COM 120	Interpersonal Communications	3	0	0	3
*	Natural Science Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
	TOTAL				**1**

TOTAL CREDITS FOR AAS DEGREE   66/68

*Recommended Electives:

Natural Science Electives:
MAT 110, MAT 115, MAT 120, MAT 121, PHY 110, PHY 110A

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 160, HUM 211, PHI 240

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 215, SOC 220, SOC 252

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following diploma and certificate options:
Diploma:
Automotive Systems Technology Diploma
Certificates:
Basic Automotive Mechanical Systems Technology
Advanced Automotive Mechanical Systems Technology
Basic Automotive Electrical Systems Technology
Advanced Automotive Electrical Systems Technology
Contact the program coordinator or department chair for specific requirements.

BASIC LAW ENFORCEMENT TRAINING CERTIFICATE (C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State-commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES				
CJC 100 Basic Law Enforcement Training	8	30	0	18
TOTAL CREDITS FOR CERTIFICATE				18

Cooperative Education Work Experience is not allowed.

Students should complete this program in 16 weeks for the Day Academy and 26 weeks for the Night Academy.

BIOTECHNOLOGY (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
BTC 181	Basic Lab Techniques	3	3	0	4
BTC 250	Molecular Genetics	3	0	0	3
BTC 270	Recombinant DNA Tech	3	3	0	4
BTC 281	Bioprocess Techniques	2	6	0	4
BTC 285	Cell Culture	2	3	0	3
BTC 286	Immunological Techniques	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Intro to Chemistry Lab	0	3	0	1
CHM 132	Organic and Biochemistry	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
*	Physics Elective				4
*	Experience Elective				2
					51

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communication Elective	3	0	0	3
*	Math Elective	2/4	0/2	0	3/4
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Sciences Elective				3
					15

FOUNDATION COURSES
ACA 111   College Student Success   1   0   0   1

TOTAL CREDIT FOR AAS DEGREE   **67**

*Recommended Electives

Communications Electives:
ENG 112, ENG 113, ENG, 114

Mathematics Electives:
MAT 110, MAT 161, MAT 175 MAT 175A

Humanities/Fine Arts Electives:
HUM 110, HUM 115

Social/Behavioral Sciences Electives:
PSY 150, POL 120, SOC 210

Physical Elective:
PHY 110 and PHY 110A or PHY 125 or PHY 151

Experience Elective:
BTC 288 or COE 112

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The Biotechnology program has established collaborative agreements with surrounding area community colleges. These agreements allow students to take a majority of their courses at their area community college and the remaining courses at Pitt Community College. Pitt Community College will award the Biotechnology degree.

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ARC 131	Building Codes	2	2	0	3
BPR 130	Blueprint Reading/ Construction	1	2	0	2
CAR 110	Introduction to Carpentry	2	0	0	2
CAR 111	Carpentry I	3	15	0	8
CAR 112	Carpentry II	3	15	0	8
CAR 113	Carpentry III	3	9	0	6
CIS 110	Intro. to Computers	2	2	0	3
CST 131	OSHA/Safety/Certification	2	2	0	3
CST 211	Construction Surveying	2	3	0	3
CST 221	Statics/Structures	3	3	0	4
CST 241	Planning/Estimating I	2	2	0	3
ELC 113	Basic Wiring I	2	6	0	4
PLU 111	Introduction to Basic Plumbing	1	3	0	2
BUS 110	Introduction to Business	3	0	0	3
OR					
ECO 251	Principles of Microeconomics	3	0	0	3
OR					
CST 293	Selected Topics in Energy Efficient and Building Design	3	0	0	3
	TOTAL				**54**

GENERAL EDUCATION COURSES

COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 120	Geometry and Trigonometry	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   70

* Recommended Electives

Major Course Electives:

Humanities/Fine Arts Electives:
ART 111, HUM 110, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111

Social/Behavioral Sciences Electives:
ECO 252, POL 120, POL 130, PSY 150, SOC 210, SOC 213, SOC 220, SOC 252

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Residential Carpentry Diploma*. Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION (A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Acct.	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resources Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 230	Small Business Management	3	0	0	3
BUS 238	Integrated Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
OST 137	Office Software Applications	1	2	0	2
OR					
CIS 111	Basic PC Literacy	1	2	0	3
*	Major Course Elective	0	0	20	2
*	Technology Elective	1/2	2/3	0	2/3
	TOTAL				**56**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based	3	0	0	3
OR					
ENG 114	Prof Research & Reporting	3	0	0	3
COM 120	Interpersonal Communications	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 155	Statistical Analysis	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE — 75

*Recommended Electives

Major Course Electives:
COE 111 and COE 121 or COE 112 or BUS 255

Technology Electives:
CIS 172, OST 284

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Management Applications and Principles Certificate.* Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT (A2512C)

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 217	Employment Law and Regulations	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
BUS 252	Labor Relations	3	0	0	3
BUS 256	Recruitment, Selection, and Personnel Planning	3	0	0	3
BUS 258	Compensation and Benefits	3	0	0	3
BUS 259	HRM Applications	3	0	0	3
COE 112	Co-op Work Experience I	0	0	20	2
ECO 251	Principles of Microeconomics	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
MKT 120	Principles of Marketing	3	0	0	3
OST 137	Office Software Application	1	2	0	2
OR					
CIS 111	Basic PC Literacy	1	2	0	2

OST 181	Introduction to Office Systems	2	2	0	3
OR					
CIS 120	Spreadsheet I	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
OR					
CIS 172	Introduction to the Internet	2	3	0	3
	TOTAL				**57/58**

GENERAL EDUCATION COURSES

COM 120	Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
ENG 112	Argument-Based Research	3	0	0	3
OR					
ENG 114	Professional Research & Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
OR					
SPA 111	Elementary Spanish I	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **76**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Human Resources Management Diploma and Certificate.* Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION/INTERNATIONAL BUSINESS
(A2512D)
Pending NCCCS Approval

International Business is a concentration under the curriculum title of Business Administration. This curriculum prepares individuals for positions in international business through studies in business, social science, foreign language, and specialized courses in international marketing, law, economics, and trade practices.

Students will be expected to demonstrate language skills; a knowledge of geographic, political, and cultural differences; the ability to process import/export documentation; and a knowledge of international economics and business practices.

Employment opportunities are available in import/export departments, freight forwarder companies, customs house brokerage firms, international banking, state and federal government organizations, world organizations, and other internationally active businesses.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 270	International Accounting	3	0	0	3
BAF 246	International Banking	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
COE 112	Co-op Work Experience	0	0	20	2
COM 231	Public Speaking	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
INT 110	International Business	3	0	0	3
INT 210	International Trade	3	0	0	3
INT 220	International Economics	3	0	0	3
INT 230	International Law	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
LOG 120	Global Logistics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3
OR					
FRE 112	Elementary French II	3	0	0	3
*	Elective				6/7
	TOTAL				**57/58**

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GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
MAT 155	Statistical Analysis	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
*	Composition Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE 73/74

* Recommended Electives

Electives (Choose 2 courses)
ACC 121, BUS 110, BUS 116, ECM 210, SPA 211, SPA 212

Composition Electives:
ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
SPA 111, FRE 111

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

BUSINESS ADMINISTRATION/MARKETING AND RETAILING
(A2512F)

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
COE 112	Co-op Work Experience I	0	0	20	2
ECO 251	Principles of Microeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 121	Retailing	3	0	0	3
MKT 122	Visual Merchandising	3	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
MKT 223	Customer Service	3	0	0	3
MKT 224	International Marketing	3	0	0	3
MKT 225	Marketing Research	3	0	0	3
MKT 227	Marketing Applications	3	0	0	3
MKT 231	Healthcare Marketing	3	0	0	3
OST 137	Office Software Applications	1	2	0	2
CIS 172	Introduction to the Internet	2	3	0	3
OR					
OST 284	Emerging Technologies	2	0	0	2
	TOTAL				**55**
GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3

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MAT 115		2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
*	Composition Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **74**

* Recommended Electives

Composition Electives:
ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, HUM 115, MUS 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Marketing Certificate*. Contact the program coordinator or department chair for specific requirements.

CARDIOVASCULAR/VASCULAR INTERVENTIONAL TECHNOLOGY DIPLOMA (D45140)

The Cardiovascular/Vascular Interventional Technology curriculum teaches students to use specialized equipment to visualize vascular structures and to assist physicians in diagnostic and interventional procedures. *Individuals entering this curriculum must be registered or registry eligible radiologic technologists by the ARRT.*

The technologist, through academic and clinical studies, is prepared to provide quality patient care and professional communication skills while performing scheduled and emergency angiographic studies utilizing sterile technique, advanced radiographic and specialty equipment, and radiation protection techniques.

Graduates of this program may be eligible to sit for the American Registry of Radiologic Technologists Advanced Level Examination in Cardiovascular Interventional Technology. Technologists may find employment in medical facilities where vascular, cardiovascular, and/or interventional imaging procedures are performed.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIT	211	Patient Care	1	2	0	2
CIT	212	Cardiac Equipment and Supplies	2	0	0	2
CIT	213	Radiographic Pharmacology	1	0	0	1
CIT	214	Cardiac Procedures	3	0	0	3
CIT	215	Vascular Equipment and Supplies	2	0	0	2
CIT	217	Vascular Procedures	3	0	0	3
CIT	230	Cardiac Interven. Clincial	0	0	27	9
CIT	235	Vascular Interven Clinical	0	0	27	9
CIT	261	CIT Cardiac Exam Prep	1	0	0	1
CIT	262	CIT Vascular Exam Prep	1	0	0	1
		TOTAL				**33**
GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		TOTAL				**6**

TOTAL CREDITS FOR DIPLOMA   **39**

Students enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The program offers a *Cardiovascular/Vascular Interventional Certificate.* Contact the program coordinator or department chair for specific requirements.

The Cardiovascular/Vascular Interventional Technology program is recognized by:

> The Joint Review Committee on Education in Radiography
> 20 North Wacker Drive, Suite 900
> Chicago, Illinois 60606-2901
> 312-704-5300

The medical advisor for this program is Julian W. Vainright, M.D.

This program offers a *Cardiovascular/Vascular Interventional—Vascular Certificate* and a *Cardiovascular/Vascular Interventional--Cardiac* option. Contact the program coordinator or department chair for specific requirements.

COMPUTED TOMOGRAPHY AND MAGNETIC
RESONANCE IMAGING TECHNOLOGY DIPLOMA (D45200)

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum, a specialty for radiographers, prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. *Individuals entering this curriculum must be registered or registry eligible radiologic technologists by the ARRT.*

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CAT 210	CT Physics and Equipment	3	0	0	3
CAT 211	CT Procedures	4	0	0	4
CAT 231	CT Clinical Practicum	0	0	33	11
MRI 210	MRI Physics and Equipment	3	0	0	3
MRI 211	MRI Procedures	4	0	0	4
MRI 231	MRI Clinical Practicum	0	0	33	11
	TOTAL				**36**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
	TOTAL	**6**	**0**	**0**	**6**

TOTAL CREDITS FOR DIPLOMA — **42**

Students enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum is recognized by:

> The Joint Review Committee on Education in Radiography
> 20 North Wacker Drive, Suite 900
> Chicago, Illinois 60606-2901
> 312-704-5300

This program offers the following certificates:

> *Computed Tomography*
> *Magnetic Resonance Imagining*

Contact the program coordinator or department chair for specific requirements.

The medical advisor for this program is Julian W. Vainright, M.D.

COMPUTER PROGRAMMING (A25130)

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming and Logic	2	2	0	3
CIS	130	Survey of Operating Systems	2	3	0	3
CIS	148	Operating System-Windows™ NT	2	2	0	3
OR						
CIS	246	Operating System - UNIX	2	3	0	3
CIS	152	Database Concepts & Appl.	2	2	0	3
CIS	153	Database Applications	2	2	0	3
CIS	172	Introduction to the Internet	2	3	0	3
CIS	286	Systems Analysis and Design	3	0	0	3
CIS	288	Systems Project	1	4	0	3
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CSC	143	Object Oriented Programming	2	3	0	3
CSC	148	JAVA Programming	2	3	0	3
CSC	160	Intro to Internet Programming	2	3	0	3
CSC	234	Advanced C++	2	3	0	3
CSC	239	Advanced Visual BASIC	2	3	0	3
CSC	248	Advanced Internet Programming	2	3	0	3
CSC	285	Programming Project	2	3	0	3

COE 111	Co-op Work Experience I	0	0	10	1
COE 121	Co-op Work Experience II	0	0	10	1
NET 110	Data Communications/ Networking	2	2	0	3
	TOTAL				**59**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
OR					
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 161	College Algebra	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

| ACA 111 | College Student Success | 1 | 0 | 0 | 1 |

TOTAL CREDITS FOR AAS DEGREE — **75**

*Recommended Electives

Humanities/Fine Arts Electives:
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 120, HUM 160, MUS 110, MUS 112, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Visual Basic Programming Certificate, a Java Programming Certificate, and a C++ Windows Programming Certificate* option. Contact the program coordinator or department chair for specific requirements.

COSMETOLOGY DIPLOMA (D5514001)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related businesses.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 250	Computerized Salon Ops	1	0	0	1
	TOTAL				**42**
GENERAL EDUCATION COURSES					
ENG 102	Applied Communications II	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**48**

CRIMINAL JUSTICE TECHNOLOGY (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIS 110	Introduction to Computers	2	2	0	3
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 120	Interviews/Interrogations	1	2	0	2
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics and Community Relations	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 215	Organization and Administration	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
CJC 241	Community-Based Corrections	3	0	0	3
PSY 115	Stress Management	2	0	0	2
	TOTAL				**38**

Students interested in pursuing Law Enforcement should select these courses

CJC 114	Investigative Photography	1	2	0	2
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 132	Court Procedure and Evidence	3	0	0	3

CJC 222	Criminalistics	3	0	0	3
CJC 223	Organized Crime	3	0	0	_3
	TOTAL				**17**

OR

Students interested in pursuing Corrections should select these courses

CJC 141	Corrections	3	0	0	3
CJC 211	Counseling	3	0	0	3
CJC 233	Correctional Law	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	_3
	TOTAL				**18**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
POL 130	State and Local Government	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	_3
	TOTAL				**18**

FOUNDATION COURSES

| ACA 111 | College Student Success | 1 | 0 | 0 | 1 |

TOTAL CREDITS FOR AAS DEGREE   **74/75**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

DENTAL ASSISTING DIPLOMA (D45240)

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

Degree Awarded

A diploma in Dental Assisting is awarded by Martin Community College upon completion of this program.

Note

Martin Community College is the degree-granting institution, and all Dental (DEN) courses must be taken there. All other courses can be taken at PCC.

For More Information

The Dental Assisting program is in the Health Sciences Division. For more information call (252) 321-4284

EARLY CHILDHOOD ASSOCIATE (A55220)

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

MAJOR COURSES		Class	Lab	Clin/ WExp	Credit Hours
CIS 111	Basic PC Literacy	1	2	0	2
OR					
OST 137	Office Software Applications	1	2	0	2
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
COE 121	Co-op Work Experience II	0	0	10	1
COE 125	Work Experience Seminar II	1	0	0	1
+EDU 119	Early Childhood Education	3	2	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1
EDU 221	Children with Special Needs	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 235	School-Age Dev & Program	2	0	0	2
EDU 251	Exploration Activities	3	0	0	3
EDU 251A	Exploration Activities Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3
EDU 261	Early Childhood Administration I	2	0	0	2

EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Exp.	3	0	0	3
*	Elective				3
	TOTAL				56

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				18

FOUNDATION COURSES

| ACA 111 | College Student Success | 1 | 0 | 0 | 1 |
| | **TOTAL** | | | | 1 |

TOTAL CREDITS FOR AAS DEGREE   75

*Elective:
EDU 262 or COE 131 and COE 212

Communications Electives
ENG 112 or ENG 113, or ENG 114

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 273, FRE 111, HUM 115, HUM 120,
MUS 110, SPA 111
****
*+EDU 111 and EDU 112 may be substituted for EDU 119
    OR
+EDU 111 and EDU 113 may be substituted for EDU 119
****
Students enrolled full-time and making satisfactory progress should
complete this program in five semesters. Additional time may be needed
to achieve minimum requirements in English, math or science.

This program offers the following diploma and certificate options:
        Early Childhood Diploma.
        Administration Certificate
        Early Childhood Certificate
        Infant and Toddler Certificate
        School Age Certificate
        Special Education Certificate
Contact the program coordinator or department chair for specific
requirements.

EARLY CHILDHOOD ASSOCIATE: TEACHER ASSOCIATE (A5522B)

Teacher Associate is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIS 111	Basic PC Literacy	1	2	0	2
OR					
OST 137	Office Software Applications	1	2	0	2
COE 111	Co-op Work Experience I	0	0	10	1
COE 121	Co-op Work Experience II	0	0	10	1
EDU 118	Teach Assoc Princ & Prac	3	0	0	3
+EDU 119	Early Childhood Education	3	2	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 153A	Health, Safety, & Nut. Lab	0	2	0	1
EDU 186	Reading & Writing Methods	3	0	0	3
EDU 221	Children with Special Needs	3	0	0	3
EDU 235	School-Age Dev & Program	2	0	0	2
EDU 251	Exploration Activities	3	0	0	3
EDU 251A	Exploration Activities Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3

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EDU 271	Educational Technology	2	2	0	3
EDU 275	Effective Teach Train	2	0	0	2
EDU 280	Literacy Experiences	3	0	0	3
EDU 285	Internship Exp-School Age	1	0	0	1
	TOTAL				**55**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

| ACA 111 | College Student Success | 1 | 0 | 0 | 1 |

TOTAL CREDITS FOR AAS DEGREE   74

Communications Electives:
ENG 112 or ENG 113, or ENG 114

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 273, FRE 111, HUM 115, HUM 120,
MUS 110, SPA 111

**O+

EDU 111 and EDU 112 may be substituted for EDU 119
 OR
+EDU 111 and EDU 113 may be substituted for EDU 119
****

Students enrolled full-time and making satisfactory progress should
complete this program in five semesters. Additional time may be needed
to achieve minimum requirements in English, math or science.

ECHOCARDIOGRAPHY DIPLOMA (D45160)

The Echocardiography program is a diploma program of the Cardiovascular Sonography Curriculum for registered/licensed health care professionals with a minimum of an Associates Degree in Allied Health or a Bachelors Degree. The Echocardiography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart using high frequency sound waves to produce images of the heart.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology and pathology all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, and adult echocardiography. Graduates may find employment in hospitals, physician's offices, mobile services, and educational institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CVS 160	CVS Clinical Education I	0	0	15	5
CVS 161	CVS Clinical Education II	0	0	24	8
CVS 162	CVS Clinical Education III	0	0	15	5
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
SON 111	Sonographic Physics	3	3	0	4
SON 250	Vascular Sonography	1	3	0	2
	TOTAL				**32**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**6**

TOTAL CREDITS FOR DIPLOMA   **38**

Students entering the Echocardiography program must hold a current CPR certification by the American Heart Association Level C or the American Red Cross and have had anatomy and physiology.

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Students enrolled full-time and making satisfactory progress should complete this program in four semesters.

The Diagnostic Medical Sonography programs are accredited by:
>   The Commission on the Accreditation of Allied Health Education
>   Programs (CAAHEP)
>   JRC-DMS Executive Office
>   2025 Woodlane Drive
>   St. Paul, MN 55125

in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

This program offers an *Echocardiography certificate* for those that are ARDMS registered in another specialty.

The medical advisor for this program is Douglas J. Shusterman, M.D.

ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 130	Blueprint Reading/Construction	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
ELC 114	Basic Wiring II	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
ELC 228	PLC Applications	2	6	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 229	Industrial Electronics	2	4	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 130	Mechanisms	2	2	0	3
*	Elective	2	4	0	4
	TOTAL				**59**

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111   College Student Success   1   0   0   1

TOTAL CREDITS FOR AAS DEGREE   75

* Recommended Electives

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220, SOC 252

Elective (Take 2 courses)
ELC 118, ELC 119, ELC 121

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers an *Electrical/Electronics Technology Diploma*, a *Residential Certificate* an *Electrical/Electronics PLC Certificate and an Electrical/Electronics Industrial Controls Certificate*. Contact the program coordinator or department chair for specific requirements.

ELECTRONIC SERVICING TECHNOLOGY (A50120)

The Electronic Servicing Technology curriculum is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Men and women will gain entry-level skills necessary for success in an ever-changing high-technology world.

Students will learn to install, maintain, and service components in both consumer and industrial electronic fields. This includes but is not limited to radios, television, audio/video equipment, digital and microprocessor controlled systems, computers, and monitors.

Graduates should qualify for employment in a wide variety of businesses and industries that require electronic servicing technicians. Opportunities exist in areas such as consumer electronic repairs, business systems, and industrial electronic servicing.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CET 111	Computer Upgrade/Repair I	2	3	0	3
CET 211	Computer Upgrade/Repair II	2	3	0	3
CIS 111	Basic PC Literacy	1	2	0	2
ELC 140	Fundamentals of DC/AC Circuits	5	6	0	7
ELN 140	Semiconductor Devices	4	6	0	6
ELN 141	Digital Fundamentals	4	6	0	6
ELN 143	Television Servicing	4	6	0	6
ELN 229	Industrial Electronics	2	4	0	4
ELN 240	Microprocessor Fund	3	3	0	4
ELN 242	Audio Servicing	2	3	0	3
ELN 243	Communication Electronics	2	3	0	3
ELN 247	Electronic App Project	1	3	0	2
OR					
COE 111	Co-op Work Experience I	0	0	10	1
AND					
COE 121	Co-op Work Experience II	0	0	10	1
ELN 275	Troubleshooting	1	2	0	2
MAT 121	Algebra/Trigonometry I	2	2	0	3
	TOTAL				**54**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3

MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **70**

* Recommended Electives

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers an *Electronics Servicing Diploma* and a *Computer Systems Certificate*. Contact the program coordinator or department chair for specific requirements.

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CET 111	Computer Upgrade/Repair I	2	3	0	3
CIS 111	Basic PC Literacy	1	2	0	2
DFT 117	Technical Drafting	1	2	0	2
EGR 131	Intro. To Electronics Technology	1	2	0	2
EGR 285	Design Project	0	4	0	2
OR					
COE 111	Co-op Work Experience I	0	0	10	1
AND					
COE 121	Co-op Work Experience II	0	0	10	1
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELN 131	Electronic Devices	3	3	0	4
ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 154	Intro to Data Comm	2	3	0	3
ELN 232	Introduction to Microprocessors	3	3	0	4
ELN 234	Communications Systems	3	3	0	4
ELN 275	Troubleshooting	1	2	0	2
MAT 122	Algebra/Trigonometry II	2	2	0	3
MAT 223	Applied Calculus	2	2	0	3
PHY 131	Physics-Mechanics	3	2	0	4
	Other Major Elective				7
	TOTAL				**58**

GENERAL EDUCATION

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **74**

* Recommended Electives

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Other Major Electives (Select 2 hours):
ATR 213, ELN 229, ELN 236, ELN 254

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program has a certificate option in *Basic Electronics*. Contact the program coordinator or department chair for specific requirements.

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Course and Hour Requirements

MAJOR COURSES
Select 18 SHC from a combination of core courses for curriculums approved to be offered by the College.

Select from prefixes for major courses for curriculums approved to be offered by the College.

GENERAL EDUCATION COURSES
Students take a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics; and a minimum of 6 semester hours of communications.

MINIMUM MAJOR COURSE HOURS	**49**
MINIMUM GENERAL EDUCATION HOURS	**15**
MINIMUM FOUNDATION COURSES	**3**
ACA 111 College Student Success	1
CIS 110 or CIS 111 or OST 137	2
TOTAL HOURS FOR AAS DEGREE	**65-76**

GLOBAL LOGISTICS TECHNOLOGY (A25170)

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&L.

Degree Awarded

The Associate in Applied Science Degree-Global Logistics Technology is awarded by Lenoir Community College upon completion of this program.

Note

Lenoir Community College is the degree-granting institution, and all Global Logistics (LOG) courses must be taken there. Most other courses can be taken at PCC.

For More Information

The Global Logistics Technology program is in the Business Division. For more information call (252) 321-4306.

HEALTH CARE TECHNOLOGY CERTIFICATE (C45350)

The Health Care Technology curriculum prepares multi-skilled health care personnel to perform a variety of assistive skills which cross several traditional health care disciplines. *Individuals entering this curriculum must be listed on the Nursing Assistant I Registry and have documentation of successful completion of a Nursing Assistant I program.*

Course work includes communications, dietary, and clerical skills, as well as those required for listing as a Nursing Assistant II. Based upon local needs, instruction may also include phlebotomy, basic electrocardiography, environmental maintenance, restorative care, and basic respiratory skills.

Graduates of this program will be eligible for listing as a Nursing Assistant II in the state of North Carolina. Employment opportunity sites include hospitals, nursing homes, extended care facilities, and home health agencies.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
HCT 101	Health Care Technology	6	2	6	9
+HCT 102	Basic Phlebotomy and EKG	1	2	3	3
TOTAL CREDITS FOR CERTIFICATE					**12**

If a student is already a Nursing Assistant II, they may take HCT 101, part B only and HCT 102. HCT 101B is an Internet course for administrative skills.

CPR certification should be current.

With normal progression of this program, a student should finish in one semester (16 weeks).

HEALTH INFORMATION TECHNOLOGY (A45360)

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physicians' offices, hospice, and mental health facilities.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
HIT	110	Health Information Orientation	2	0	0	2
HIT	112	Health Law and Ethics	3	0	0	3
HIT	114	Record Systems/Standards	2	3	0	3
HIT	122	Directed Practice I	0	0	3	1
HIT	210	Health Care Statistics	3	2	0	4
HIT	212	Coding/Classification I	3	3	0	4
HIT	214	Coding/Classification II	3	3	0	4
HIT	216	Quality Management	2	2	0	3
HIT	218	Management	3	0	0	3
HIT	220	Computers in Health Care	1	2	0	2
HIT	222	Directed Practice III	0	0	6	2
HIT	224	Directed Practice IV	1	0	6	3
HIT	226	Principles of Disease	3	0	0	3
HIT	280	Professional Issues	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	284	Emerging Technologies	1	2	0	2
		TOTAL				**60**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **76**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

HEALTH UNIT COORDINATOR (C25220)

The Health Unit Coordinator curriculum prepares the individual to perform routine clerical and receptionist tasks in an inpatient or outpatient health care facility. The Health Unit Coordinator organizes the activities for the unit and manages nonclinical functions to enhance the delivery of health care.

The course work includes material management of the unit; transcription of the health care teams' orders; health record management; interdepartment and interpersonal communication techniques; significance of confidentiality of the health records data; and organizational skills and prioritization of tasks.

Graduates should qualify for entry-level clerical and receptionist positions in hospitals, long-term care facilities, and other health care agencies.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
HUC 101	HUC Theory and Practice	8	8	0	12
MED 180	CPR Certification	0	2	0	1
OST 103	Basic Medical Terminology	3	0	0	3
PSY 102	Human Relations	2	0	0	2
TOTAL					18

TOTAL CREDITS FOR CERTIFICATE   18

Students making satisfactory progress should complete this program in one semester.

HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Course and Hour Requirements

MAJOR COURSES		Class	Lab	Clin/ WExp	Credit Hours
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Prin. of Managerial Accounting	3	2	0	4
ACC 140	Payroll Accounting	1	2	0	2
OR					
ACC 150	Accounting Software Appl.	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 217	Employment Law and Regs	3	0	0	3
OR					
BUS 240	Business Ethics	3	0	0	3
BUS 121	Business Math	2	2	0	3
OR					
MAT 155	Statistical Analysis	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
COE 112	Co-op Work Experience I	0	0	20	2
HMT 110	Introduction to Healthcare Management	3	0	0	3
HMT 210	Medical Insurance	3	0	0	3
HMT 211	Long-Term Care Administration	3	0	0	3
HMT 212	Management of Healthcare Org.	2	0	0	2

Course	Title				
HMT 220	Healthcare Financial Management	4	0	0	4
MED 118	Medical Law and Ethics	2	0	0	2
OR					
OST 149	Medical Legal Issues	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
OR					
OST 137	Office Software Applications	1	2	0	2
CIS 120	Spreadsheet I	2	2	0	3
OR					
OST 181	Introduction to Office Systems	2	2	0	3
CIS 172	Intro. To the Internet	2	3	0	3
OR					
OST 284	Emerging Technologies	1	2	0	2
	TOTAL				**55/56**

GENERAL EDUCATION COURSES

Course	Title				
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
OR					
SPA 111	Elementary Spanish I	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

Course	Title				
ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **74/75**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers certificates in *Healthcare Management Technology, and Healthcare Leadership and Management,* and a *Healthcare Management Technology Diploma.* Contact the program coordinator or department chair for specific requirements.

The Healthcare Management Technology program has established collaborative agreements with surrounding area community colleges.

These agreements allow students to take a majority of their courses at their area community college and the remaining courses at Pitt Community College. Pitt Community College will award the Healthcare Management Technology degree.

An agreement has been established for the transferability of the Associate Degree in Healthcare Management Technology to St. Joseph's College of Maine enabling students to pursue a Bachelors of Science Degree in Health Care Administration. St. Joseph's College uses the distance education approach which allows students to earn their degree.

Graduates are eligible to sit for various certification exams based on education and employment requirements.

HUMAN SERVICES TECHNOLOGY (A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
GRO 120	Gerontology	3	0	0	3
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 135	Orientation Lab I	0	2	0	1
HSE 160	HSE Clinical Supervision I	1	0	0	1
HSE 163	HSE Clinical Experience I	0	0	9	3
HSE 210	Human Services Issues	2	0	0	2
HSE 212	Group Process II	1	2	0	2
HSE 215	Health Care	3	2	3	5
HSE 225	Crisis Intervention	3	0	0	3
HSE 235	Orientation Lab II	0	2	0	1
HSE 260	HSE Clinical Supervision II	1	0	0	1
HSE 264	HSE Clinical Experience II	0	0	12	4
PSY 150	General Psychology	3	0	0	3
PSY 255	Introduction to Exceptionality	3	0	0	3
PSY 265	Behavioral Modification	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SAB 130	Addictive Behaviors	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
*	HSE Elective				2/3
	TOTAL				**57/58**

GENERAL EDUCATION COURSES

BIO	161	Introduction to Human Biology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
		TOTAL				**15**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1
ACA	220	Professional Transition	1	0	0	1
CIS	113	Computer Basics	0	2	0	1
		TOTAL				**3**

TOTAL CREDITS FOR AAS DEGREE   **75/76**

* Recommended Electives

HSE Electives:
CIS 111, HSC 110, HSC 120, HSC 130, HSE 130, HSE 230, HSE 251, HSE 270, HSE 272, SWK 110, SWK 113

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 070 or an appropriate Math Placement Test score.

This program has program accreditation by Council for Standards in Human Services Education.

This program offers a *Human Services Technology Diploma*. Contact the program coordinator or department chair for specific requirements.

In consultation with the department chair or faculty advisor, students can select the *Pre-Liberal Arts Option* in Human Services Technology. This option within the General Human Services Technology program allows students to take a larger number of college transfer courses. Contact the department chair for further information.

HUMAN SERVICES: SUBSTANCE ABUSE (A4538E)

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individual in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
CIS 111	Basic PC Literacy	1	2	0	2
COE 111	Co-op Work Experience I	1	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
COE 121	Co-op Work Experience II	1	0	10	1
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 135	Orientation Lab I	1	0	0	1
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
HSE 235	Orientation Lab II	1	0	0	1
HSE 255	Health Problems & Prevention	2	2	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SAB 110	Sustance Abuse Overview	3	0	0	3
SAB 120	Intake and Assessment	3	0	0	3
SAB 125	Substance Abuse Case Mgmt.	2	2	0	3
SAB 135	Addictive Process	3	0	0	3
SAB 210	Substance Abuse Counseling	2	2	0	3
SAB 240	SAB Issues in Client Services	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
*	Major Electives				7
	TOTAL				**60**

GENERAL EDUCATION COURSES

BIO	161	Introduction to Human Biology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
		TOTAL				**15**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1
		TOTAL				**1**

TOTAL CREDITS FOR AAS DEGREE   76

* Recommended Electives

Major Electives:
HSE 215, MED 180, SAB 140, SAB 220, SAB 230, SAB 235, SAB 250

Humanities/Fine Arts Electives:
ART 111, HUM 115, HUM 120, PHI 210, SPA 111

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 070 or an appropriate Math Placement Test score.

This program has program accreditation by Council for Standards in Human Services Education.

This program has a certificate option in *Substance Abuse*. Contact the program coordinator or department chair for specific requirements.

INDUSTRIAL MANAGEMENT TECHNOLOGY (A50260)

The Industrial Management Technology curriculum is designed to equip students with the knowledge, skills, and abilities to function effectively in staff, front-line leadership, and mid-level management positions in organizations. The program emphasizes team building, TQM, SPC, motivation, continuous improvement, systems, and leadership.

Course work includes the integrated study of quality and productivity improvement, production operations, management, financial analysis, problem solving, and management of resources—human, physical, and information. Course work incorporates a broad understanding of computer applications to analyze and solve problems.

Graduates should qualify for entry-level positions such as front-line supervisor, engineering assistant, production planner, inventory supervisor, or as a quality control technician. With additional training and experience, graduates could become plant manager or production managers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	3	2	0	4
BUS 135	Principles of Supervision	3	0	0	3
BUS 217	Employment Law and Regulations	3	0	0	3
BUS 235	Performance Management	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
DFT 117	Technical Drafting	1	2	0	2
DFT 119	Basic CAD	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
ISC 132	Manufacturing Quality Control	2	3	0	3
ISC 133	Manufacturing Management Practices	2	0	0	2
ISC 135	Principles of Industrial Management	3	0	0	3
ISC 136	Productivity Analysis I	2	3	0	3
ISC 140	Detailed Sched and Planning	3	0	0	3
ISC 141	Execution and Control of Op	3	0	0	3
ISC 142	Inventory Management	3	0	0	3
ISC 221	Statistical Quality Control	3	0	0	3
ISC 233	Industrial Organization and Management	3	0	0	3
MEC 111	Machine Processes I	2	3	0	3
OMT 132	ISO 9000 Standards	3	0	0	3

OMT 133	ISO 9000 Internal Auditor	3	0	0	3
OR					
COE 111	Co-op Work Experience I	0	0	10	1
AND					
COE 112	Co-op Work Experience II	0	0	20	2
	TOTAL				**56**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **72**

* Recommended Electives

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, PHI 240

Social/Behavioral Sciences:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Course and Hour Requirements

		Class	Lab	Clin/WExp	Credit Hours
MAJOR COURSES					
AHR 110	Introduction to Refrigeration	2	6	0	5
BPR 111	Blueprint Reading	1	2	0	2
BPR 130	Blueprint Reading/Construction	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
ELC 112	DC/AC Electricity	3	6	0	5
ELC 117	Motors and Controls	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 111	Machine Processes I	2	3	0	3
MEC 112	Machine Processes II	2	3	0	3
MNT 110	Introduction to Maintenance Procedures	1	3	0	2
MNT 160	Industrial Fabrication	1	3	0	2
MNT 220	Rigging and Moving	1	3	0	2
MNT 240	Industrial Equipment Troubleshooting	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
*	Elective				2/3
	TOTAL				**52/54**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 120	Geometry and Trigonometry	2	2	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   68

* Recommended Electives

Elective:
COE 112, COE 122, BPM 110, PTC 110, MNT 111

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, PHI 240

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program offers an *Industrial Systems Diploma* and a *Basic Mechanical Maintenance Certificate and a Bio-Maintenance Certificate*. Contact the program coordinator or department chair for specific requirements.

INFORMATION SYSTEMS (A25260)

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming and Logic	2	2	0	3
CIS 120	Spreadsheet I	2	2	0	3
CIS 130	Survey of Operating Systems	2	3	0	3
CIS 147	Operating System-Windows™	2	2	0	3
CIS 152	Database Concepts and Applications	2	2	0	3
CIS 170	Technical Support Functions I	2	2	0	3
CIS 172	Introduction to the Internet	2	3	0	3
CIS 173	Network Theory	2	2	0	3
CIS 174	Network System Manager I	2	2	0	3
OR					
CIS 175	Network Management I	2	2	0	3
CIS 215	Hardware Installation and Maintenance	2	3	0	3
CIS 216	Software Installation and Maintenance	1	2	0	2
CIS 217	Computer Train & Support	2	2	0	3
CIS 226	Trends in Technology	1	2	0	2
CIS 236	A+ Certification Prep	2	2	0	3

CIS 286	Systems Analysis and Design	3	0	0	3
COE 111 &	Co-op Work Experience I	0	0	10	1
COE 115 OR	Work Experience Seminar I	1	0	0	1
COE 111 &	Co-op Work Experience I	0	0	10	1
COE 121	Co-op Work Experience II	0	0	10	1
CSC 139	Visual BASIC Programming	2	3	0	3
ITN 160	Principles of Web Design	2	2	0	3
NET 110	Data Communications/ Networking	2	2	0	3
	TOTAL				**60**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 161	College Algebra	3	0	0	3
PSY 118 OR	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE	**76**

*Recommended Electives

Humanities/Fine Arts Electives:
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 120, HUM 160, MUS 110, MUS 112, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers an *Information Systems Technology Certificate.* Contact the program coordinator or department chair for specific requirements.

INFORMATION SYSTEMS/NETWORK ADMINISTRATION AND SUPPORT (A2526D)

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities. Elective choices provide opportunity for specialization.

Graduates should qualify for positions such as LAN/PC administrator, microcomputer support specialist, network control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams which can result in industry-recognized credentials.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming and Logic	2	2	0	3
CIS 130	Survey of Operating Systems	2	3	0	3
CIS 152	Database Concepts and Applications	2	2	0	3
CIS 172	Introduction to the Internet	2	3	0	3
CIS 174	Network System Manager I	2	2	0	3
CIS 175	Network Management I	2	2	0	3
CIS 215	Hardware Installation and Maintenance	2	3	0	3
CIS 246	Operating Systems - UNIX	2	3	0	3
CIS 274	Network System Manager II	2	2	0	3
CIS 275	Network Management II	2	2	0	3
CIS 287	Network Support	2	2	0	3
COE 111	Co-op Work Experience I	0	0	10	1
COE 121	Co-op Work Experience II	0	0	10	1
NET 110	Data Communications/ Networking	2	2	0	3
*	Major Course Electives				6
	TOTAL				**50**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **66**

*Recommended Electives

Major Course Electives (Select 6 hours):
ITN 150, NET 112, NET 125, NET 126, NET 222, NET 230, NET 270, NET 271, NET 272

Humanities/Fine Arts Electives (Select one course):
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 120, HUM 160, MUS 110, MUS 112, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Networking Certificate* and a *Network Routing and Switching Technologies Certificate*. Contact the program coordinator or department chair for specific requirements.

INFORMATION SYSTEMS SECURITY (25270)
Pending NCCCS Approval

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, attack methodology, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
CIS	130	Survey of Operating Systems	2	3	0	3
CIS	175	Network Management I	2	2	0	3
CIS	246	Operating Systems - UNIX	2	3	0	3
	OR					
NET	145	Introduction to Linux	2	2	0	3
CIS	279	Unix System Administration	2	2	0	3
ITN	240	Internet Security	2	2	0	3
NET	110	Data Communications/ Networking	2	2	0	3
NET	112	Security Fundamentals & Policies	3	0	0	3
NET	122	Secure Communications	2	2	0	3
NET	125	Routing & Switching I	1	4	0	3
NET	126	Routing & Switching II	1	4	0	3
NET	222	Secure Administration I	2	2	0	3
NET	225	Adv. Router & Switching I	1	4	0	3
NET	226	Adv. Router & Switching II	1	4	0	3
NET	231	Intrusion Detection	2	2	0	3
NET	232	Security Administration II	2	2	0	3
NET	233	Defense-in-Depth	2	2	0	3
NET	275	Attack Methodology	2	2	0	3
		TOTAL				**54**
GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3

ENG 114	Professional Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **70**

*Recommended Electives

Humanities/Fine Arts Electives (Select one course):
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 120, HUM 160, MUS 110, MUS 112, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

INTERNET TECHNOLOGIES (A25290)

The Internet Technologies curriculum is designed to prepare graduates for employment with organizations that use computers to disseminate information via the Internet internally, externally, and/or globally. The curriculum will prepare students to create and implement these services.

Course work includes computer and Internet terminology and operations, logic, operating systems, database and data communications/networking, and related topics. Studies will provide opportunities for students to implement, support, and customize industry-standard Internet technologies.

Graduates should qualify for career opportunities as webmasters, Internet and intranet administrators, Internet applications specialists, Internet programmers and Internet technicians. Government institutions, industries, and other organizations employ individuals who possess the skills taught in this curriculum.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro to Prog & Logic	2	2	0	3
CIS	152	Database Concepts and Applications	2	2	0	3
CIS	172	Introduction to the Internet	2	3	0	3
CSC	160	Intro to Internet Programming	2	2	0	3
COE	111	Co-op Work Experience I	0	0	10	1
COE	121	Co-op Work Experience II	0	0	10	1
ITN	140	Web Development Tools	2	2	0	3
ITN	150	Internet Protocols	2	2	0	3
ITN	289	Internet Tech Project	1	4	0	3
NET	110	Data Communications/ Networking	2	2	0	3
*		Elective				3
		TOTAL				**32**

Students interested in pursuing the Web Administration option should select these courses

CIS	175	Network Management I	2	2	0	3
CIS	246	Operating System-UNIX	2	3	0	3
ITN	130	Web Site Management	2	2	0	3
ITN	240	Internet Security	2	2	0	3
ITN	250	Implement Internet Serv.	2	2	0	3
NET	112	Security Fund & Policies	3	0	0	3
						18

Students interested in pursuing the Web Development option should select these courses

CSC	139	Visual BASIC Programming	2	3	0	3
ITN	120	Intro Internet Multimedia	2	2	0	3
ITN	170	Intro to Internet Database	2	2	0	3
ITN	180	Active Server Programming	2	2	0	3
ITN	220	Adv Internet Multimedia	2	2	0	3
ITN	270	Adv Internet Databases	2	2	0	3
						18

GENERAL EDUCATION COURSES

ENG	111	Expository Writing	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
	OR					
PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
		TOTAL				**15**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
						4

TOTAL CREDITS FOR AAS DEGREE   **69**

*Recommended Electives

Humanities/Fine Arts Electives:
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 120, HUM 160, MUS 110, MUS 112, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212

Elective
OST 286 or CIS 286

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Webmaster Certificate*, a *Database Certificate*, and a *Web Page Design Certificate*. Contact the program coordinator or department chair for specific requirements.

MACHINING TECHNOLOGY (A50300)

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations, and make decisions to ensure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 111	Blueprint Reading	1	2	0	2
BPR 121	Blueprint Reading/Mechanical	1	2	0	2
CIS 110	Intro to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
DFT 119	Basic CAD	1	2	0	2
ISC 112	Industrial Safety	2	2	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
MAC 113	Machining Technology III	2	12	0	6
MAC 114	Introduction to Metrology	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 222	Advanced CNC Turning	1	3	0	2
MAC 224	Advanced CNC Milling	1	3	0	2
MEC 110	Introduction to CAD/CAM	1	2	0	2
MEC 142	Physical Metallurgy	1	2	0	2
OR					
MEC 180	Engineering Materials	2	3	0	3
	Machining Option				10
	TOTAL				**54/56**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3

MAT 120 OR	Geometry and Trigonometry	2	2	0	3
MAT 121 OR	Algebra/Trigonometry I	2	2	0	3
MAT 161	College Algebra	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	_3_
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   70

* Recommended Electives

Machining Option Electives:
COE 112, COE 122, MAC 214, MAC 215, MAC 231, MAC 232

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, PHI 240

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220, SOC 252

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Machining Technology Diploma, Machining Basics Certificate* and *CNC Certificate.* Contact the program coordinator or department chair for specific requirements.

MASONRY DIPLOMA (D35280)

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 130	Blueprint Reading/Construction	1	2	0	2
ISC 115	Construction Safety	2	0	0	2
MAS 110	Masonry I	5	15	0	10
MAS 120	Masonry II	5	15	0	10
MAS 130	Masonry III	6	6	0	8
	TOTAL				**32**
GENERAL EDUCATION COURSES					
ENG 102	Applied Communications II	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
	TOTAL				**6**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
	TOTAL				**2**
TOTAL CREDITS FOR DIPLOMA					**40**

Students enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Beginning Masonry Certificate* and an *Intermediate Masonry Certificate* option. Contact the program coordinator or department chair for specific requirements.

MECHANICAL ENGINEERING TECHNOLOGY (A40300)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ATR 281	Automation Robotics	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
DFT 117	Technical Drafting	1	2	0	2
DFT 119	Basic CAD	1	2	0	2
DFT 120	Advanced CAD	1	2	0	2
OR					
COE 112	Co-op Work Experience I	0	0	20	2
EGR 110	Intro to Engineering Tech.	2	0	0	2
ELC 111	Introduction to Electricity	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
ISC 132	Manufacturing Quality Control	2	3	0	3
ISC 216	Work Measurement	3	0	0	3
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAT 122	Algebra/Trigonometry II	2	2	0	3
MEC 111	Machine Processes I	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
MEC 161A	Manufacturing Processes I Lab	0	3	0	1
MEC 180	Engineering Materials	2	3	0	3
MEC 236	Regional Manufacturing	1	4	0	3
MEC 250	Statics and Strength of Materials	4	3	0	5
PHY 131	Physics-Mechanics	3	2	0	4
	TOTAL				**58**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
*	Social/Behavior Sciences Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **74**

* Recommended Electives

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, PHI 240

Social/Behavior Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Drafting for Manufacturing Certificate* option. Contact the program coordinator or department chair for specific requirements.

MEDICAL ASSISTING (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations, assisting with examinations/ treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 114	Professional Interaction in Health Care	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Examination Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 180	CPR Certification	0	2	0	1
MED 232	Medical Insurance Coding	1	3	0	2
MED 240	Examination Room Procedures II	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
MED 276	Patient Education	1	2	0	2
OST 136	Word Processing	1	2	0	2
*	Major Course Electives	0/2	0	0/26	2
	TOTAL				**55**

GENERAL EDUCATION COURSES

COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **71**

* Recommended Electives

Major Course Electives:
COE 111, COE 112, HSC 110, MED 112, MED 113, MED 120, MED 134, MED 182, MED 264, SPA 111

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board (CRB) of The American Association of Medical Assistants' Endowment (AAMAE). Address: 20 North Wacker Drive, Suite 1575, Chicago, Illinois 60606-2903. Telephone (312) 899-1550.

"Medical Assisting is an allied health profession whose practitioners function as member of the health care delivery team and perform administrative and clinical procedures." (AAMA National Convention 1998)

This program offers a *Medical Assisting Clinical Certificate.*

MEDICAL OFFICE ADMINISTRATION (A25310)

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments..

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 111	Financial Accounting	3	0	0	3
COE 112	Co-op Work Experience I	0	0	20	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry and Formatting	2	2	0	3
OST 135	Adv Text Entry & Format	3	2	0	4
OST 136	Word Processing	1	2	0	2
OST 137	Office Software Applications	1	2	0	2
OST 148	Medical Coding, Billing, and Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 223	Machine Transcription I	1	2	0	2
OST 236	Advanced Word and Information Processing	2	2	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
OST 286	Professional Development	3	0	0	3
*	Major Elective				9
	TOTAL				**59**
GENERAL EDUCATION COURSES					
BIO 161	Introduction to Human Biology	3	0	0	3
OR					
BIO 162	Intro to Human Physiology	4	0	0	4
ENG 111	Expository Writing	3	0	0	3

*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15/16**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE
75/76

* Recommended Electives

Major Electives:
BUS 137; BUS 151, HMT 110; HMT 212; OST 181, OST 184, OST 244, OST 247; OST 248

Communications Electives:
COM 120, COM 231

Humanities/Fine Arts Electives:
HUM 115, HUM 120, SPA 111

Social/Behavioral Sciences Electives:
GEO 110; GEO 111; PSY 118; PSY 150; SOC 210; SOC 213; SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT 070 or an appropriate Math Placement Test score.

The Medical Office Administration student must successfully complete OST 241 before taking COE 112.

This program offers the following diploma and certificate options:
Diplomas:
Medical Office Transcription
Certificates:
Medical Office Administration
Medical Office Transcription
Medical Office Insurance
Medical Office Receptionist
Patient Access Representative Certificate
Contact the program coordinator or department chair for specific requirements.

MEDICAL SONOGRAPHY (A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
SON 110	Introduction to Sonography	1	3	3	3
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Education I	0	0	15	5
SON 121	SON Clinical Education II	0	0	15	5
SON 130	Abdominal Sonography I	2	3	0	3
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecological Sonography	2	0	0	2
SON 220	SON Clinical Education III	0	0	24	8
SON 221	SON Clinical Education IV	0	0	24	8
SON 225	Case Studies	0	3	0	1
SON 241	Obstetrical Sonography I	2	0	0	2
SON 242	Obstetrical Sonography II	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 289	Sonographic Topics	2	0	0	2
	TOTAL				**54**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111   College Student Success   1   0   0   1

TOTAL CREDITS FOR AAS DEGREE   70

Students entering Medical Sonography must hold a current CPR certification by the American Heart Association Level C or American Red Cross.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program has accreditation by

The Commission on the Accreditation of Allied Health Education
Programs (CAAHEP)
JRC-DMS Executive Office
2025 Woodlane Dr.
St. Paul, MN 55125

in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography..

This program offers an *Abdominal Sonography Certificate* and an *OB/GYN Sonography Certificate* for those that are ARDMS registered in another specialty.

The medical advisor for this program is Douglas J. Shusterman, M.D.

NUCLEAR MEDICINE TECHNOLOGY (A45460)

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level nuclear medicine technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation, and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
CIS 111	Basic PC Literacy	1	2	0	2
HSC 120	CPR	0	2	0	1
NMT 110	Introduction to Nuclear Medicine	2	0	0	2
NMT 110A	Introduction to Nuclear Medicine Lab	0	3	0	1
NMT 126	Nuclear Physics	2	0	0	2
NMT 132	Overview-Clinical Nuclear Medicine	2	0	6	4
NMT 134	Nuclear Pharmacy	2	0	0	2
NMT 136	Health Physics	2	0	0	2
NMT 211	NMT Clinical Practice I	0	0	21	7
NMT 212	Procedures for Nuclear Medicine I	2	0	0	2
NMT 212A	Procedures for Nuclear Medicine I Lab	0	3	0	1
NMT 214	Radiobiology	2	0	0	2
NMT 215	Non-Imaging Instrumentation	1	3	0	2
NMT 218	Computers in Nuclear Medicine	2	0	0	2
NMT 221	NMT Clinical Practice II	0	0	21	7
NMT 222	Procedures for Nuclear Medicine II	2	0	0	2
NMT 222A	Procedures for Nuclear Medicine II Lab	0	3	0	1
NMT 289	Nuclear Med Tech Topics	2	3	0	3
	TOTAL				**50**

GENERAL EDUCATION COURSES

CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
COM 120	Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
*	Humanities Elective				3
	TOTAL				**19**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **70**

*Recommended Electives:

Humanities/Fine Arts Elective (Select one course)
HUM 115, HUM 211, PHI 210, PHI 240, REL 110

This program offers a *Nuclear Medicine Diploma.* Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The medical advisor for this program is Julian W. Vainright, M.D.

OCCUPATIONAL THERAPY ASSISTANT (A45500)

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended-care facilities, sheltered workshops, schools, home health programs, and community programs.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
	OR					
OST	137	Office Software Applications	1	2	0	2
OTA	110	Fundamentals of OT	2	3	0	3
OTA	120	OT Media I	1	3	0	2
OTA	130	Assessment Skills	2	3	0	3
OTA	140	Professional Skills I	0	3	0	1
OTA	150	Life Span Skills I	2	3	0	3
OTA	161	Fieldwork I-Placement 1	0	0	3	1
OTA	162	Fieldwork I-Placement 2	0	0	3	1
OTA	163	Fieldwork I-Placement 3	0	0	3	1
OTA	170	Physical Dysfunction	2	3	0	3
OTA	180	Psychosocial Dysfunction	2	3	0	3
OTA	220	OT Media II	1	6	0	3
OTA	240	Professional Skills II	0	3	0	1
OTA	250	Life Span Skills II	2	3	0	3
OTA	260	Fieldwork II-Placement 1	0	0	18	6
OTA	261	Fieldwork II-Placement 2	0	0	18	6
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		TOTAL				**55/56**

GENERAL EDUCATION COURSES

BIO 169	Anatomy and Physiology II	3	3	0	4
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
OR					
SPA 111	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
TOTAL					**19**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **75/76**

Students enrolled full-time and making satisfactory progress should complete this program in six semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

Initial enrollment is in the Spring semester. Students must complete Level II Fieldwork within 18 months following completion of academic preparation.

This program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA.

Graduates of the program may be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. The State of North Carolina requires licensure based on completion of an accredited program, passage of the NBCOT examination, and other requirements in order to practice under OTR supervision. These processes are separate from the college's program and graduation requirements.

OFFICE SYSTEMS TECHNOLOGY (A25360)

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 111	Financial Accounting	3	0	0	3
BUS 121	Business Math	2	2	0	3
COE 112	Co-op Work Experience I	0	0	20	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry and Formatting	2	2	0	3
OST 135	Adv Text Entry & Format	3	2	0	4
OST 136	Word Processing	1	2	0	2
OST 137	Office Software Applications	1	2	0	2
OST 138	Advanced Software Applications	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 181	Introduction to Office Systems	2	2	0	3
OST 184	Records Management	1	2	0	2
OST 223	Machine Transcription I	1	2	0	2
OST 224	Machine Transcription II	1	2	0	2
OST 233	Office Publications Design	2	2	0	3
OST 236	Advanced Word and Information Processing	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
OST 286	Professional Development	3	0	0	3
OST 289	Office Systems Management	2	2	0	3
*	Admin. Mgmt. Electives	3	0	0	3
	TOTAL				**53**

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
BIO 161	Introduction to Human Biology	3	0	0	3
OR					
MAT 115	Mathematical Models	2	2	0	3

*	Communication Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **69**

* Recommended Electives

Administrative Management Electives:
BUS 110, BUS 137, BUS 151, BUS 153

Communication Electives:
COM 120, COM 231

Humanities/Fine Arts Electives:
HUM 115, HUM 120, SPA 111

Social/Behavioral Sciences Electives:
GEO 110; GEO 111; PSY 118; PSY 150; SOC 210; SOC 213; SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT 070 or an appropriate math placement test score.

The Office Systems Technology student must successfully complete OST 223 and OST 289 before taking COE 112.

This program offers the following certificate and diploma options:
>**Diploma:**
>>*Office Systems Technology*
>
>**Certificates:**
>>*Administrative Manager*
>>*Computer Software Applications*
>>*Data Entry Applications*
>>*Basic Office Technology Skills*

Contact the program coordinator or department chair for specific requirements.

PARALEGAL TECHNOLOGY (A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 111	Financial Accounting	3	0	0	3
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research and Writing I	2	2	0	3
LEX 121	Legal Research and Writing II	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 150	Commercial Law	2	2	0	3
LEX 160	Criminal Law and Procedures	2	2	0	3
LEX 170	Administrative Law	2	0	0	2
LEX 210	Real Property I	3	0	0	3
LEX 211	Real Property II	1	4	0	3
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, and Trusts	2	2	0	3
LEX 260	Bankruptcy and Collections	2	0	0	2
LEX 270	Law Office Management and Technology	1	2	0	2
LEX 280	Ethics and Professionalism	2	0	0	2
OST 131	Keyboarding	1	2	0	2

OST 136	Word Processing	1	2	0	2
OST 137	Office Software Applications	1	2	0	2
+	Other Major Elective	0/2	0/6	0/10	2
	TOTAL				**54**

GENERAL EDUCATION COURSES

COM 120	Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
MAT 120	Geometry and Trigonometry	2	2	0	3
POL 130	State and Local Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
	TOTAL				**21**

FOUNDATION COURSES

| ACA 111 | College Student Success | 1 | 0 | 0 | 1 |

TOTAL CREDITS FOR AAS DEGREE   **76**

Other Major Electives
+COE 111 & COE 115 or COE 112 or COE 121or LEX 287 or OST 284

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program is approved by the American Bar Association.

POLYSOMNOGRAPHY (C45650)

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders.

Students will acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed.

Graduates may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists to become registered after six months of work experience in polysomnography. Employment opportunities include sleep labs in hospitals.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
PSG 100	Basic Polysomnography	1	6	0	3
PSG 151	Polysomnography I	3	2	9	7
PSG 152	Polysomnography II	2	6	9	7
TOTAL					**17**

Students making satisfactory progress should complete this program in three semesters.

The medical directors for this program are Dr. Robert Shaw, M.D., and Daniel Lee, M.D.

RADIATION THERAPY TECHNOLOGY DIPLOMA (D45680)

The Radiation Therapy Diploma is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RTT 210	Radiobiology	2	0	0	2
RTT 220	Radiation Therapy Orientation	2	0	0	2
RTT 221	Clinical Oncology I	3	0	0	3
RTT 222	Clinical Oncology II	3	0	0	3
RTT 232	Radiation Therapy Procedures	2	0	0	2
RTT 233	Radiation Therapy Physics	2	0	0	2
RTT 234	Clinical Dosimetry	1	3	0	2
RTT 240	RTT Clinical Education IV	0	0	18	6
RTT 241	RTT Clinical Education V	0	0	21	7
RTT 246	RTT Clinical Education VI	0	0	18	6
	TOTAL				**35**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**41**

Students enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, Illinois 60606-2901
312-704-5300

The medical advisor for this program is Ron Allison, M.D.

In order to apply:

1. Student must be ARRT certified in Radiology or eligible to sit for the exam at the time of enrollment.

2. Students entering Radiation Therapy Diploma Program must hold a current CPR certification by the American Heart Association Level C or American Red Cross.

RADIOGRAPHY (A45700)

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
HSC 120	CPR	0	2	0	1
RAD 110	Radiography Introduction and Patient Care	2	3	0	3
RAD 111	Radiographic Procedures I	3	3	0	4
RAD 112	Radiographic Procedures II	3	3	0	4
RAD 121	Radiographic Imaging I	2	3	0	3
RAD 122	Radiographic Imaging II	1	3	0	2
RAD 131	Radiographic Physics I	1	3	0	2
RAD 151	RAD Clinical Education I	0	0	6	2
RAD 161	RAD Clinical Education II	0	0	15	5
RAD 171	RAD Clinical Education III	0	0	12	4
RAD 211	Radiographic Procedures III	2	3	0	3
RAD 231	Radiographic Physics II	1	3	0	2
RAD 241	Radiation Protection	2	0	0	2
RAD 245	Radiographic Analysis	2	3	0	3
RAD 251	RAD Clinical Education IV	0	0	21	7
RAD 261	RAD Clinical Education V	0	0	21	7
	TOTAL				**54**
GENERAL EDUCATION COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3

ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**17**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
OST 137	Office Software Applications	1	2	0	2
	TOTAL				**3**

TOTAL CREDITS FOR AAS DEGREE   **74**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program is accredited by:
  The Joint Review Committee on Education in Radiologic Technology
  20 North Wacker Drive, Suite 900
  Chicago, Illinois 60606-2901
      312-704-5300

The medical advisor for this program is Julian W. Vainright, M.D.

REAL ESTATE CERTIFICATE (C25400)

The Real Estate curriculum provides the prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

Graduates should qualify for North Carolina Real Estate Sales and Broker examinations. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
RLS 112	Real Estate Fundamentals	5	0	0	5
RLS 113	Real Estate Mathematics	2	0	0	2
RLS 117	Real Estate Broker	4	0	0	4
MKT 220	Advertising and Sales	3	0	0	3

TOTAL CREDITS FOR CERTIFICATE   **18**

Students making satisfactory progress should complete this program in three semesters.

REAL ESTATE APPRAISAL CERTIFICATE (C25420)

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisers Act, North Carolina Appraisal Board rules, and the Uniform Standards of Professional Appraisal Practice.

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
REA 101	Introduction to Real Estate Appraisal R-1	2	0	0	2
REA 102	Valuation Principles and Practice R-2	2	0	0	2
REA 103	Applied Residential Property Valuation R-3	1	0	0	1
REA 104	USPAP R-4	1	0	0	1
REA 201	Introduction to Income Property Appraisal G-1	2	0	0	2
REA 202	Advanced Income Capitalization Procedures G-2	2	0	0	2
REA 203	Applied Income Property Valuation G-3	2	0	0	2

TOTAL CREDITS FOR CERTIFICATE   **12**

Students making satisfactory progress should complete this program in three semesters.

RESPIRATORY THERAPY (A45720)

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RCP 110	Introduction to Respiratory Care	3	3	0	4
RCP 111	Therapeutics and Diagnostics	4	3	0	5
RCP 112	Patient Management	3	3	0	4
RCP 113	RCP Pharmacology	2	0	0	2
RCP 114	Cardiopulmonary Anatomy and Physiology	3	0	0	3
RCP 115	Cardiopulmonary Pathophysiology	2	0	0	2
RCP 132	RCP Clinical Practice I	0	0	6	2
RCP 145	RCP Clinical Practice II	0	0	15	5
RCP 153	RCP Clinical Practice III	0	0	9	3
RCP 210	Critical Care Concepts	3	3	0	4
RCP 211	Advanced Monitoring/Procedures	3	3	0	4
RCP 214	Neonatal/Peds RC	1	3	0	2
RCP 215	Career Preparation-Advanced Level	0	3	0	1
RCP 235	RCP Clinical Practice IV	0	0	15	5
RCP 248	RCP Clinical Practice V	0	0	24	8
	TOTAL				**54**
GENERAL EDUCATION COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3

COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
OR					
SPA 111	Elementary Spanish I	3	0	0	3
	TOTAL				**17**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **73**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. This program prepares the student as an advanced-level respiratory therapist to meet the specific needs of our user community.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Committee on Accreditation for Respiratory Care (CoARC).

The medical director for this program is Dr. Robert Shaw, M.D.

THERAPEUTIC MASSAGE (A45750)
2004

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 155	Nutrition	3	0	0	3
BIO 271	Pathophysiology	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
COE 111	Co-op Work Experience I	0	0	10	1
MED 121	Medical Terminology I	3	0	0	3
MTH 110	Fundamentals of Massage	6	12	0	10
MTH 120	Ther. Massage Applications	6	12	0	10
MTH 125	Ethics of Massage	2	0	0	2
MTH 210	Adv Skills of Massage	4	12	0	8
MTH 220	Outcome-Based Massage	4	9	0	7
PSY 118	Interpersonal Psychology	3	0	0	3
	TOTAL				**55**
GENERAL EDUCATION COURSES					
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
OR					
SOC 215	Group Processes	3	0	0	3
*	Humanities Elective	3	0	0	3
	TOTAL				**20**

FOUNDATION COURSES

ACA 111   College Student Success   1   0   0   1

TOTAL CREDITS FOR AAS DEGREE   76

*Recommended Electives

Humanities Elective
ART 111, ART 131, DRA 111, DRA 112, DRA 122, ENG 125, FRE 111, HUM 115, HUM 120, MUS 110, MUS 112, MUS 113, PHI 240, REL 110, REL 211, REL 212, SPA 111

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

WELDING TECHNOLOGY (A50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
MEC 172	Intro to Metallurgy	2	2	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
	Electives				20
	Blueprint Elective	2	4	0	4
	Safety Elective	2	0	0	2
	Welding Elective				4
	TOTAL				**53/54**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communications Elective	3	0	0	3
*	Mathematics Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Electives	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**69/70**

* Recommended Electives

Electives:
COE 111, COE 112, COE 122, MEC 142, WLD 116, WLD 122, WLD 132, WLD 215, WLD 251, WLD 262,

Blueprint Electives: (Select 2)
BPR 111, BPR 121, BPR 130

Safety Electives:
ISC 112, ISC 115

Welding Electives:
WLD 151, WLD 212, WLD 221

Communications Electives:
COM 111, COM 120, COM 231, ENG 112, ENG 113, ENG 114

Mathematics Electives:
MAT 115, MAT 120, MAT 121, MAT 161

Humanities/Fine Arts Electives:
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MUS 110, MUS 112, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111

Social/Behavioral Sciences Electives:
ECO 251, PSY 118; PSY 135, PSY 150, SOC 210, SOC 213, SOC 215, SOC 252, HIS 111, HIS 112, HIS 115, HIS 121, HIS 131, HIS 132, HIS 221, GEO 111

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program has diploma and certificate options as listed below. Contact the program coordinator or department chair for specific requirements.

DIPLOMAS:
Basic Welding
Advanced Welding

CERTIFICATES:

Basic Welding	*GTAW (TIG)*
SMAW (Stick)	*Pipe Welding*
GMAW (MIG)	*Welding BPR/Testing*

UNIVERSITY TRANSFER
Associate in Arts, Associate in Science, and Associate in General Education

The Associate in Arts (AA) and Associate in Science (AS) degree programs are designed for the student who aspires to transfer to a four year college or university. The AA and AS degree programs are especially useful to the student who is uncertain about his/her choice of four-year schools.

The Associate in Arts (AA) and Associate in Science (AS) degree programs are part of the Comprehensive Articulation Agreement (CAA). The Comprehensive Articulation Agreement was developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems. Courses in the programs of study listed below consist of courses drawn from the CAA approved course list.

Any student who is entering Pitt Community College as a college transfer student will be assigned to the Associate in General Education (AGE) curriculum if he/she places into MAT-060, MAT-070, ENG-075, or ENG-085. Students assigned to the AGE program will stay in the AGE program until they have completed all developmental work. Once developmental work is completed, students may enter the university transfer program of their choice.

Most colleges and universities only accept for transfer credit those courses with a grade of "C" or better. This also applies to the courses in the CAA and included in AA and AS degree programs.

In addition to the sixteen public universities in North Carolina, the following private colleges and universities honor the Comprehensive Articulation Agreement:

Barton College	Mars Hill College
Belmont Abby College	Montreat College
Bennett College	Mount Olive College
Brevard College	North Carolina Wesleyan College
Campbell University	Pfeiffer University
Catawba College	Queens University of Charlotte
Chowan College	St. Andrews Presbyterian College
Gardner-Webb University	Saint Augustine's College
Johnson C. Smith University	Shaw University
Livingston College	Warren Wilson College
Louisburg College	Wingate University

AA and AS Pre-Major Programs available through Pitt Community College include the following:

PRE-MAJOR PROGRAM TITLE	CODE
* Associate in Arts (Pre-Liberal Arts)	A10100
* Pre-Business Administration	A1010B
* Pre-Criminal Justice	A1010D
* Pre-Elementary Education	A1010R
* Pre Middle Grades and Special Education	A1010S
* Associate in Science	A104000

* Program details are included in the alphabetical listing of program descriptions.

Associate in General Education (A10300)

All courses in the program are college-level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. (This program is not included in the Comprehensive Articulation Agreement with the UNC System.)

ASSOCIATE IN ARTS (A10100)
PRE-LIBERAL ARTS

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Social/Behavioral Sciences	12	0	0	12
Natural Sciences/Math	8	0	0	14
Electives	20	0	0	20
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

<u>English Composition</u> (Select 6 SHC):
   Required Course: ENG 111
   Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

<u>Humanities/Fine Arts</u> (Select 12 SHC):
   Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243 ENG 261, ENG 262
   Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, ART 114, ART 115, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, MUS 110, MUS 112, MUS 113, SPA 111, SPA 112, SPA 211, SPA 212
   Humanities (Select at least 3 SHC): HUM 110, HUM 120, HUM 130, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

<u>Natural Sciences</u> (Select 8 SHC):
   AST 111 and AST 111A, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, GEL 120, PHY 110 and PHY 110A, PHY 151, PHY 152

<u>Mathematics/Quantitative</u> (Select 6 SHC):
   Mathematics (Select at least 3 SHC): MAT 140, MAT 161, MAT 175
   Quantitative (Select no more than 3 SHC): CIS 110, CIS 115, MAT 140, MAT 155, MAT 161, MAT 162, MAT 175, MAT 263, MAT 271, MAT 272

Social/Behavioral Science (Select 12 SHC from three different prefix areas):

History (Select at least 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Social Sciences: ECO 251, ECO 252, GEO 111, POL 120

Behavioral Sciences: PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Electives (Select 20 SHC):

ACC 120, ACC 121, ART 111, ART 114, ART 115, ART 131, ART 132, ART 264, ART 265, AST 111 and AST 111A, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BUS 110, BUS 115, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CIS 110, CIS 115, CJC 111, CJC 121, CJC 141, COM 111, COM 120, COM 231, CSC 120, CSC 130, CSC 134, CSC 136, CSC 148, DRA 111, DRA 112, DRA 122, DRA 124. DRA 130, DRA 131, ECO 251, ECO 252, EDU 216, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 161, FRE 211, FRE 212, GEL 120, GEO 111, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, MAT 140, MAT 141, MAT 142, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MSI 110, MSI 120, MSI 210, MSI 220, MUS 110, MUS 112, MUS 113, PED (any PED courses), PHI 210, PHI 230, PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, PSY 150, PSY 241, PSY 243, PSY 256, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 161, SPA 211, SPA 212, SPA 221

PRE-BUSINESS ADMINISTRATION (A1010B)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Social/Behavioral Science	12	0	0	12
Natural Sciences/Math	14	0	0	14
Other Required Hours	20	0	0	17
Elective	3	0	0	3
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

<u>English Composition</u> (Select 6 SHC):
  Required Course: ENG 111
  Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

<u>Humanities/Fine Arts</u> (Select 12 SHC):
  Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
  Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, ART 114, ART 115, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, MUS 110, MUS 112, MUS 113, SPA 111, SPA 112, SPA 211, SPA 212
  Humanities (Select at least 3 SHC): HUM 110, HUM 120, HUM 130, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

<u>Natural Sciences</u> (Select 8 SHC):
  AST 111 and AST 111A, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, GEL 120, PHY 110 and PHY 110A, PHY 151, PHY 152

<u>Mathematics/Quantitative</u> (Select 6 SHC):
  Required Courses: MAT 161or MAT 175 and MAT 263 or MAT 271

<u>Social/Behavioral Science</u> (Select 12 SHC from three different prefix areas):

Required Course: ECO 251

History (Select at least 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Social Sciences: GEO 111, POL 120

Behavioral Sciences: PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Other Required Courses

ACC 120, ACC 121, CIS 110, ECO 252, MAT 155

Electives (Select 3 SHC):

ART 111, ART 114, ART 115, ART 131, ART 132, ART 264, ART 265, AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 140, BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BUS 110, BUS 115, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CIS 115, CJC 111, CJC 121, CJC 141, COM 111, COM 120, COM 231, CSC 120, CSC 130, CSC 134, CSC 136, CSC 148, DRA 111, DRA 112, DRA 122, DRA 124. DRA 130, DRA 131, EDU 216, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 161, FRE 211, FRE 212, GEL 120, GEO 111, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, MAT 140, MAT 141, MAT 142, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 273, MSI 110, MSI 120, MSI 210, MSI 220, MUS 110, MUS 112, MUS 113, PED (any PED courses), PHI 210, PHI 230, PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, PSY 150, PSY 241, PSY 243, PSY 256, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 161, SPA 211, SPA 212, SPA 221

PRE-CRIMINAL JUSTICE (A1010D)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Social/Behavioral Science	12	0	0	12
Natural Sciences/Mathmatics	14	0	0	14
Other Required Courses	9	0	0	9
Electives	11	0	0	11
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

English Composition (Select 6 SHC):
> *Required Course:* ENG 111
> *Composition (Select 3 SHC):* ENG 112, ENG 113, ENG 114

Humanities/Fine Arts (Select 12 SHC):
> *Literature (Select at least 3 SHC):* ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
> *Fine Arts/Foreign Language (Select at least 3 SHC):* ART 111, ART 114, ART 115, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, MUS 110, MUS 112, MUS 113, SPA 111, SPA 112, SPA 211, SPA 212
> *Humanities (Select at least 3 SHC):* HUM 110, HUM 120, HUM 130, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences (Select 8 SHC):
> AST 111 and AST 111A, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, GEL 120, PHY 110 and PHY 110A

Mathematics/Quantitative (Select 6 SHC):
> *Mathematics (Select at least 3 SHC):* MAT 161, MAT 175
> *Mathematics/Quantitative (Select 3 SHC):* CIS 110, CIS 115, MAT 155 (highly recommended), MAT 161, MAT 162, MAT 175, MAT 263, MAT 271, MAT 272, MAT 273

Social/Behavioral Science (Select 12 SHC from three different prefix areas):
   Required Courses: POL 120, PSY 150, SOC 210
   History (Select 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Other *Required Courses:* POL 120, PSY 150, SOC 210

Electives (Select 11 SHC): ACC 120, ACA 121, ART 111, ART 114, ART 115, ART 131, ART 132, AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BUS 110, BUS 115, CHM 131 & CHM 131A, CHM 132, CHM 151, CHM 152, CIS 110, CIS 115, COM 111, COM 120, COM 231, CSC 120, CSC 130, CSC 134, CSC 136, CSC 148, DRA 111, DRA 112, DRA 122, DRA 124, DRA 130, DRA 131, ECO 251, ECO 252, EDU 216, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 211, FRE 212, GEL 120, GEO 111, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 221, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MUS 110, MUS 112, MUS 113, PED (any PED courses), PHI 210, PHI 230, PHI 240, PHY 110 and PHY 110A, POL 130, PSY 241, PSY 243, PSY 281, REL 110, REL 211, REL 212, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212

PRE- ELEMENTARY EDUCATION (A1010R)

Pitt Community College and East Carolina University have an agreement for transfer. Students who are planning to attend ECU should speak with their advisor and follow the ECU agreement.

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Social/Behavioral Sciences	12	0	0	12
Natural Sciences/Mathematics	14	0	0	14
Electives	20	0	0	20
FOUNDATION COURSES:				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

English Composition (Select 6 SHC):
Required Courses: ENG 111
Composition (Select 3 SHC): ENG 112, ENG 113

Humanities/Fine Arts (Select 12 SHC):
Required Course: COM 231
Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233
Fine Arts/Foreign Language (Select 3 SHC): ART 111, ART 114, ART 115, MUS 110
Humanities (Select 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241 ENG 242, ENG 243, ENG 261, ENG 262, ART 111, ART 114, ART 115, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, HUM 110, HUM 120, HUM 160, MUS 110, MUS 112, MUS 113, PHI 210, PHI 240, REL 110, REL 211, REL 212 SPA 111, SPA 112, SPA 211, SPA 212,

Natural Sciences/Mathematics (Select 14 SHC)
Biological Science (Select 4 SHC): BIO 110, BIO 111
Natural Science (Select 4 SHC): CHM 131 and CHM 131A, CHM 151, PHY 110 and PHY 110A, PHY 151
Mathematics/Quantitative (Select 6 SHC):
Required Course: MAT 161

Required Course: CIS 110

Social/Behavioral Sciences (Select 12 SHC from three different prefix areas): One course must be a history course.

Required Courses: PSY 150, SOC 210

History (Select 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122

Behavioral Sciences (Select 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, ANT 210, ANT 221, ECO 251, ECO 252, GEO 111, POL 120, PSY 241, PSY 281, SOC 213, SOC 220

Electives: Select 20 SHC

EDU   216

Diversity Studies – A minimum 18-hour multi-disciplinary area of corollary studies that increases the pre-service teacher's knowledge of, respect for, and skills in working with students, families, and communities of diverse abilities, languages, races, and cultural backgrounds. Select courses from a minimum of two and a maximum of three different fields (prefixes) as listed below:

Anthropology: ANT 210, ANT 220
Communication: COM 120
English: ENG 261, ENG 262 ENG 273
History: HIS 221
Humanities: HUM 120
Physical Education: PED 220
Psychology: PSY 211, PSY 241, PSY 243 PSY 281
Religion: REL 110
Sociology: SOC 213, SOC 220
Languages: FRE 161, FRE 211, FRE 212,SPA 161, SPA 211 SPA 212

Global Issues – A minimum 18-hour multidisciplinary Global Issues area of corollary studies that encompasses courses with a common theme of providing insight into the human condition in the world. The corollary studies area of Global Issue will increase the pre-service teacher's knowledge and understanding of the world in which we live and contemporary issues affecting the world. Courses addressing a particular region in the world or courses about a particular region in the world or courses about a particular historical period were not included. The perception of a global issue is subjective and courses included in this area may change over time. Select courses from a minimum of two and a maximum of three different fields (prefixes) as listed below:

Anthropology: ANT 220, ANT 221
Economics: ECO 252
Geography: GEO 111
History: HIS 115
Humanities: HUM 110
Philosophy: PHI 240

Religion: REL 110
Sociology: SOC 220

Math, Science and Technology – A minimum 18-hour multidisciplinary area of corollary studies that increases the pre-service teacher's knowledge of, respect for, and skills in the areas of math, science and technology and their interconnectedness. Select courses from a minimum of two and a maximum of three different fields (prefixes) as listed below:
Technology: CIS 110, CIS 115, CSC 120 CSC 130, HUM 110, PHI 230
Mathematics: MAT 140, MAT 141, MAT 142, MAT 155, MAT 161, MAT 162, MAT 175, MAT 263, MAT 271, MAT 272, MAT 273
Science: AST 111, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 150, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, CHM 131, CHM 132, CHM 151, CHM 152, GEL 120, PHY 110, PHY 151, PHY 152

The Arts – A minimum 18-hour area of corollary studies in the Arts will increase the pre-service teacher's knowledge and appreciation of the visual and performing arts and their history. Pre-service teachers who select this area of corollary studies will be prepared to use the Arts to further children's understanding of the world, of diverse cultures, and of multiple ways of constructing knowledge and expressing themselves. Students will choose a minimum of eighteen hours of coursework from the approved lists. Their selections must be drawn from a minimum of two and a maximum of three categories/disciplines (prefixes) across the following two lists. Students may choose up to six hours of coursework from List II. The remainder of coursework (12-18 hours) must be from List I.
List I: Non-applied Courses (12-18 hours should be chosen from this list)
Art: ART 111, ART 114, ART 115
Drama/Theatre: DRA 111, DRA 112, DRA 124
Music: MUS 110, MUS 113
List II: *Applied/Skilled/Ensemble Courses*
(Only 6 hours may be chosen)
Art: ART 131, ART 132
Drama/Theatre: DRA 130, DRA 131

Pitt Community College and East Carolina University have an agreement for transfer. Students who are planning to attend ECU should speak with their advisor and follow the ECU agreement.

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Social/Behavioral Sciences	12	0	0	12
Natural Sciences/Mathematics	14	0	0	14
Electives	20	0	0	20
FOUNDATION COURSES:				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

Composition (Select 6 SHC):
   Required Courses: ENG 111
   Composition (Select 3 SHC): ENG 112, ENG 113

Humanities/Fine Arts (Select 12 SHC):
   Required Course: COM 231
   Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233
   Fine Arts/Foreign Language (Select 3 SHC): ART 111, ART 114. ART 115. MUS 110
   Humanities (Select 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241 ENG 242, ENG 243, ENG 261, ENG 262, ART 111, ART 114, ART 115, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, HUM 110, HUM 120, HUM 160, MUS 110, MUS 112, MUS 113, PHI 210, PHI 240, REL 110, REL 211, REL 212 SPA 111, SPA 112, SPA 211, SPA 212,

Natural Sciences/Mathematics (Select 14 SHC)
   Biological Science (Select 4 SHC): BIO 110, BIO 111
   Natural Science (Select 4 SHC): CHM 131, CHM 131A, CHM 151, PHY 110 and PHY 110A, PHY 151
Mathematics/Quantitative (Select 6 SHC):
   Required Course: MAT 161

Required Course: CIS 110

Social/Behavioral Sciences (Select 12 SHC from three different prefix
   areas): One course must be a history course.
   Required Courses: PSY 150, SOC 210
   History (Select 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122
   Behavioral Sciences *(Select 3 SHC):* HIS 111, HIS 112, HIS 115, HIS
      121, HIS 122, HIS 131, HIS 132, ANT 210, ANT 221, ECO 251,
      ECO 252, GEO 111, POL 120, PSY 241, PSY 281, SOC 213, SOC
      220

Electives: Select 20 SHC
EDU 216

Recommended Courses:

It is recommended that within the 20 Elective Hours that pre-ed
middle/special select courses that will help meet the mandated academic
(second major) concentration. Courses should be selected in conjunction
with the requirements at each university. It is important for students to
check the requirements of the institution that they intend to transfer to.

Recommended Courses for Typical Academic
Concentrations:
Biology: Up to 12 SHC from the following
BIO 110 or BIO 111 and BIO 112, BIO 120 or BIO 130 or BIO 140 and
BIO 140A, CHM 151 and CHM 152
English: Up to 6 SHC from the following
Eng 231, 232, 241, 242, 261, 262, 273
History: 6 SHC from the following should be taken as general education
HIS 111 and HIS 112, OR HIS 121 and HIS 122

The following 6 SHC should be taken as Elective hours
HIS 131 and HIS 132
Mathematics: Up to 12 SHC from the following
MAT 155, MAT 175 and MAT 175A, MAT 271, MAT 272
Psychology: Select from
PSY 150, PSY 241, PSY 243, PSY 281

ASSOCIATE IN GENERAL EDUCATION (A10300)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	3	0	0	3
Social/Behavioral Sciences	3	0	0	3
Natural Sciences/Mathematics	3	0	0	3
Other Required Hours				48-49
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE				**64-65**

Recommended Courses:

English Composition (Select 6 SHC):
  Required Course: ENG 111
  Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts (Select 3 SHC):
Art (ART 111, ART 114, ART 115, 131, 132)
Drama (DRA 111, 112, 122)
Foreign Languages (FRE 111, 112, 161;211, 212, SPA 111, 112, 161, 211, 212)
Humanities (HUM 110, 115, 120, 130, 140, 160)
Literature (ENG 131, 231, 232, 233, 241, 242, 243, 261, 262)
Music (MUS 110, 112, 113)
Philosophy (PHI 210, 240)
Religion (REL 110, 211, 212)
Speech/Communication (COM 111, 120, 231)

Social/Behavioral Science (Select 3 SHC):
Economics (ECO 251, 252)
Geography (GEO 111)
History (HIS 111, 112, 115, 121, 122, 131, 132)
Political Science (POL 120, 130)
Psychology (PSY 150, 241, 281)
Sociology (SOC 210, 213, 220)

Natural Sciences/Mathematics
Astronomy (AST 111, 111A)
Biology (BIO 110 or 111, 112, 120, 130, 140 and 140A, 163, 168, 169, 175)

Chemistry (CHM 131 and 131A, 132, 151, 152)
Computer Science (CIS 110, 115)
Geology (GEL 120)
Mathematics (MAT 140, 141, 142, 161, 162, 175, 263, 271, 272, 273)
Physics (PHY 110 and 110A, 151, 152, 251, 252)

Electives (Select 48-49 SHC):
    ACC 120, ACC 121, ART 111, ART 114, ART 115, ART 131, ART 132, ART 264, ART 265, AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 140, BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BUS 110, BUS 115, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CIS 115, CJC 111, CJC 121, CJC 141, COM 111, COM 120, COM 231, CSC 120, CSC 130, CSC 134, CSC 136, CSC 148, DRA 111, DRA 112, DRA 122, DRA 124, DRA 130, DRA 131, ECO 251, ECO 252, EDU 216, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 161, FRE 211, FRE 212, GEL 120, GEO 111, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, MAT 140, MAT 141, MAT 142, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MSI 110, MSI 120, MSI 210, MSI 220, MUS 110, MUS 112, MUS 113, PED (any PED courses), PHI 210, PHI 230, PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, PSY 150, PSY 241, PSY 243, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 161, SPA 211, SPA 212, SPA 221

Any student who is entering Pitt Community College as a college transfer student will be assigned to the Associate in General Education (AGE) curriculum if he/she places into MAT-060, MAT-070, ENG-075, or ENG-085. Students assigned to the AGE program will stay in the AGE program until they have completed all developmental work. Once developmental work is completed, students may enter the university transfer program of their choice.

ASSOCIATE IN SCIENCE (A10400)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	9	0	0	9
Natural Sciences/Mathematics	20	0	0	20
Social/Behavioral Science	9	0	0	9
Required Subject Area	14	0	0	14
Electives	6	0	0	6
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AS DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

English Composition (Select 6 SHC):
Required Course: ENG 111
Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts (Select 9 SHC):
Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, ART 114, ART 115, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, MUS 110, MUS 112, MUS 113, SPA 111, SPA 112
Humanities (Select at least 3 SHC): HUM 110, HUM 120, HUM 130, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences/Mathematics (Select 20 SHC from the following sets):
Natural Sciences (Select a two course sequence from the following)
BIO 111 and BIO 112; or CHM 151 and CHM 152; or PHY 151 and PHY 152
Mathematics (Select 6 SHC)
MAT 175 (MAT 175A is a required coreq), CIS 110, CIS 115, MAT 155, MAT 271, MAT 272, MAT 273 (6 additional SHC from the following) BIO 111, BIO 112, CHM 151, CHM 152, PHY 151, PHY 152, CIS 110, CIS 115, MAT 155, MAT 271, MAT 272, MAT 273

Social/Behavioral Science (Select 9 SHC)
History (Select at least 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Select 6 SHC from two different prefix areas::
  Social Sciences: ECO 251, ECO 252, GEO 111, POL 120
  Behavioral Sciences: PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Other Required Hours: Select 14 SHC from the following not used to meet Natural Science/Mathematics requirements:
  BIO 111, BIO 112, BIO 120, BIO 130, CHM 151, CHM 152, GEL 120, PHY 151, PHY 152, PHY 251, PHY 252, CIS 110, CIS 115, CSC 120, CSC 130, CSC 134, CSC 136, CSC 148,MAT 271, MAT 272, MAT 273

Electives (Select 6 SHC):
  ACC 120, ACC 121, ART 111, ART 114, ART 115, ART 131, ART 132, BUS 110, BUS 115, CJC 111, CJC 121, CJC 141, COM 111, COM 120, COM 231, CSC 120, CSC 130, CSC 134, CSC 136, CSC 148, DRA 111, DRA 112, DRA 122, DRA 124, DRA 130, DRA 131, ECO 251, ECO 252, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 161, FRE 211, FRE 212, GEL 120, GEO 111, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285, MUS 110, MUS 112, MUS 113, PED (any PED courses), PHI 210, PHI 230, PHI 240, POL 120, POL 130, PSY 150, PSY 241, PSY 243, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212, SPA 161

DEVELOPMENTAL COURSES

DEVELOPMENTAL COURSES

If students, as a result of placement test, are found to be deficient in English, mathematics, reading, and science skills, they will be required to take the appropriate courses from the following lists.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
ACADEMIC RELATED					
ACA 090	Study Skills	3	0	0	3
BIOLOGY					
BIO 094	Concepts of Human Biology	3	2	0	4
CHEMISTRY					
CHM 094	Basic Biological Chemistry	3	2	0	4
ENGLISH					
ENG 060	Speaking English Well	2	0	0	2
ENGLISH AS A FOREIGN LANGUAGE					
EFL 071	Reading I	5	0	0	5
EFL 072	Reading II	5	0	0	5
EFL 073	Reading III	5	0	0	5
EFL 074	Reading IV	5	0	0	5
EFL 091	Composition I	5	0	0	5
EFL 092	Composition II	5	0	0	5
EFL 093	Composition III	5	0	0	5
ELF 094	Composition IV	5	0	0	5
ENGLISH/READING					
ENG 075	Reading & Language Essentials	5	0	0	5
ENG 075A	Reading & Language Ess Lab	0	2	0	1
ENG 085	Reading and Writing Foundations	5	0	0	5
ENG 085A	Reading and Language Foundations Lab	0	2	0	1
ENG 095	Reading and Composition Strategies	5	0	0	5
ENG 095A	Reading and Composition Strategies Lab	0	2	0	1
MATHEMATICS					
MAT 050	Basic Math Skills	3	2	0	4
MAT 060	Essential Mathematics	3	2	0	4
MAT 070	Introductory Algebra	3	2	0	4
MAT 080	Intermediate Algebra	3	2	0	4
MAT 090	Accelerated Algebra	3	2	0	4
MAT 095	Algebraic Concepts	3	0	0	3

NOTE: Developmental courses do not meet elective or graduation requirements.

A minimum grade of "C" in all developmental courses is required to advance to the next level.

Students requiring two or more developmental courses must also take ACA 090 - Study Skills.

COURSE PREFIX IDENTIFICATION

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COURSE DESCRIPTIONS

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Comprehensive Articulation Agreement

Many of the courses described in this section include references to the Comprehensive Articulation Agreement (CAA). The Comprehensive Articulation Agreement was developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems. All courses in this section with a statement about the CAA have been deemed transferable by the two systems. However, even for courses included in the CAA, most colleges and universities will accept for transfer only those courses with a grade of "C" or better.

In addition to the sixteen public universities of the University of North Carolina System, many of the private colleges and universities honor the conditions of the Comprehensive Articulation Agreement.

Writing Intensive Courses

Some courses in the College Transfer program are designated as "Writing Intensive Courses." The following description of writing intensive courses was adapted from *Writing Across the Curriculum Program Handbook* published by East Carolina University:

Writing intensive courses emphasize academic writing, professional writing, writing-to-learn, a combination of writing approaches or collaborative assignments from faculty in different disciplines. A writing intensive course treats writing both as a tool for learning and a skill to be learned. Although a number of models exist for teachers to choose from, a writing intensive class will include a variety of writing assignments from the following list to total approximately 30-50 pages of student writing:

- one long edited paper (12-15 pages) presented in drafts and two preparation papers
- four or five shorter (4-5 pages) edited papers
- journal assignments (30-50 pages) of unedited reflective writing
- a series of informal writing-to-learn assignments

It is highly recommended that students successfully complete ENG 111 prior to enrollment in any Writing Intensive courses.

ACADEMIC RELATED

		Class	Lab	Clin/WExp	Credit Hours
ACA 090	STUDY SKILLS	3	0	0	3

Prerequisite: None
Corequisite: None

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. At Pitt Community College this course is required of students who place into two developmental courses.

		Class	Lab	Clin/WExp	Credit Hours
ACA 111	COLLEGE STUDENT SUCCESS	1	0	0	1

Prerequisite: None
Corequisite: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

		Class	Lab	Clin/WExp	Credit Hours
ACA 220	PROFESSIONAL TRANSITION	1	0	0	1

Prerequisite: None
Corequisite: None

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

ACCOUNTING

		Class	Lab	Clin/WExp	Credit Hours
ACC 111	FINANCIAL ACCOUNTING	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 120   PRINCIPLES OF FINANCIAL ACCT   3   2   0   4
Prerequisites None
Local Prereq: MAT 070 and ENG 095
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 121   PRINCIPLES OF MANAGERIAL ACCT   3   2   0   4
Prerequisites: ACC 120
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 129   INDIVIDUAL INCOME TAXES   2   2   0   3
Prerequisites: None
Local Prereq: ACC 120
Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. . *This course is also available through the Virtual Learning Community (VLC).*

ACC 132   NC BUSINESS TAXES   2   0   0   2
Prerequisites: None
Local Prereq: ACC 120
Corequisites: None

This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a

company's records to comply with the laws governing North Carolina business taxes.

ACC 140 PAYROLL ACCOUNTING	1	2	0	2

Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).*

ACC 150 ACCT SOFTWARE APPL	1	2	0	2

Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. *This course is also available through the Virtual Learning Community (VLC).*

ACC 215 ETHICS IN ACCOUNTING	3	0	0	3

Prerequisites: ACC 121
Corequisites: None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

ACC 220 INTERMEDIATE ACCOUNTING I	3	2	0	4

Prerequisites: ACC 121
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

	Class	Lab	Clin/ WExp	Credit Hours

ACC 221   INTERMEDIATE ACCOUNTING II   3   2   0   4
Prerequisite: ACC 220
Corequisite: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 240   GOVERNMENT AND NOT-FOR-
           PROFIT ACCOUNTING   3   0   0   3
Prerequisite: ACC 121
Corequisite: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269   AUDIT & ASSURANCE SERVCS   3   0   0   3
Prerequisites: ACC 220
Corequisites: None

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

ACC 270   International Accounting   3   0   0   3
Prerequisites: ACC 120
Corequisites: None

This course includes identifying, recording, and interpreting financial information for accounting systems used in different countries. Topics include currency exchange rates, methods of setting and selecting transfer prices, practices used to account for rates of inflation, and major types of taxes. Upon completion, students should be able to describe accounting systems and their impacts on different currencies and demonstrate a basic knowledge of international accounting. This course is a unique concentration requirement in the International Business concentration in the Business Administration program.

AIR CONDITIONING, HEATING, AND REFRIGERATION

		Class	Lab	Clin/WExp	Credit Hours
AHR 110	INTRODUCTION TO REFRIGERATION	2	6	0	5

Prerequisite: None
Corequisite: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

		Class	Lab	Clin/WExp	Credit Hours
AHR 111	HVACR ELECTRICITY	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

		Class	Lab	Clin/WExp	Credit Hours
AHR 112	HEATING TECHNOLOGY	2	4	0	4

Prerequisite: None
Corequisite: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

		Class	Lab	Clin/WExp	Credit Hours
AHR 113	COMFORT COOLING	2	4	0	4

Prerequisite: None
Corequisite: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

		Class	Lab	Clin/WExp	Credit Hours
AHR 114	HEAT PUMP TECHNOLOGY	2	4	0	4

Prerequisite: AHR 110 or AHR 113
Corequisite: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

| AHR 115 | REFRIGERATION SYSTEMS | 1 | 3 | 0 | 2 |

Prerequisite: AHR 110
Corequisite: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

| AHR 130 | HVAC CONTROLS | 2 | 2 | 0 | 3 |

Prerequisite: AHR 111 or ELC 111
Corequisite: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

| AHR 133 | HVAC SERVICING | 2 | 6 | 0 | 4 |

Prerequisite: None
Local Prereq: AHR 110
Corequisite: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

| AHR 140 | ALL-WEATHER SYSTEMS | 1 | 3 | 0 | 2 |

Prerequisite: AHR 112 or AHR 113
Corequisite: None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

| AHR 151 | HVAC DUCT SYSTEMS I | 1 | 3 | 0 | 2 |

Prerequisite: None
Corequisite: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

		Class	Lab	Clin/WExp	Credit Hours
AHR 160	REFRIGERANT CERTIFICATION	1	0	0	1

Prerequisite: None
Corequisite: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

		Class	Lab	Clin/WExp	Credit Hours
AHR 180	HVACR CUSTOMER RELATIONS	1	0	0	1

Prerequisite: None
Corequisite: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

		Class	Lab	Clin/WExp	Credit Hours
AHR 211	RESIDENTIAL SYSTEM DESIGN	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

		Class	Lab	Clin/WExp	Credit Hours
AHR 212	ADVANCED COMFORT SYSTEMS	2	6	0	4

Prerequisite: AHR 114
Corequisite: None

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

		Class	Lab	Clin/ WExp	Credit Hours

AHR 215   COMMERCIAL HVAC CONTROLS   1   3   0   2
Prerequisite: AHR 111 or ELC 111
Corequisite: None

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

AHR 220   COMMERCIAL BUILDING CODES   2   0   0   2
Prerequisite: None
Corequisite: None

This course covers the appropriate sections of the *North Carolina State Building Code* that govern the installation of commercial comfort, refrigeration, and mechanical systems. Emphasis is placed on using and understanding applications sections of the *North Carolina State Building Code*. Upon completion, students should be able to use the *North Carolina State Building Code* to locate information regarding the installation of commercial systems.

AHR 240   HYDRONIC HEATING   1   3   0   2
Prerequisite: AHR 112
Corequisite: None

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

AHR 255   INDOOR AIR QUALITY   1   2   0   2
Prerequisites: None
Corequisites: None

This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

ARCHITECTURE

ARC 111	INTRODUCTION TO ARCHITECTURAL TECHNOLOGY	Class	Lab	Clin/ WExp	Credit Hours
		1	6	0	3

Prerequisite: None
Corequisite: None

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC 112	CONSTRUCTION MATERIALS AND METHODS	Class	Lab	Clin/ WExp	Credit Hours
		3	2	0	4

Prerequisite: None
Corequisite: None

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

ARC 113	RESIDENTIAL ARCHITECTURAL TECHNOLOGY	Class	Lab	Clin/ WExp	Credit Hours
		1	6	0	3

Prerequisite: ARC 111
Local Prereq: ARC 114
Corequisite: ARC 112

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

ARC 114	ARCHITECTURAL CAD	Class	Lab	Clin/ WExp	Credit Hours
		1	3	0	2

Prerequisite: None
Corequisite: None

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

ARC 119	STRUCTURAL DRAFTING	Class	Lab	Clin/ WExp	Credit Hours
		2	2	0	3

Prerequisites: ARC 113 and MAT 121
Local Prereq: ARC 220
Corequisites: None

This course introduces basic concepts associated with sizing and detailing structural assemblies. Topics include vocabulary, span-to-depth ratios, code requirements, shop drawings, and other related topics. Upon completion, students should be able to perform simple calculations and prepare shop drawings and preliminary structural plans.

ARC 131	BUILDING CODES	2	2	0	3

Prerequisite: ARC 112
Corequisite: None

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

ARC 160	RESIDENTIAL DESIGN	1	6	0	3

Prerequisite: ARC 111
Corequisite: ARC 112

This course introduces the methodology of basic residential design. Topics include residential site design, space organization and layout, residential styles, and the development of schematic design. Upon completion, students should be able to design a residence.

ARC 213	DESIGN PROJECT	2	6	0	4

Prerequisites: ARC 111, ARC 112 and ARC 114
Corequisite: None

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

ARC 220	ADVANCED ARCHITECTURAL CAD	1	3	0	2

Prerequisite: ARC 114
Corequisite: None

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

ARC 230	ENVIRONMENTAL SYSTEMS	3	3	0	4

Prerequisites: ARC 111 and MAT 121
Corequisite: None

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and

electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

ARC 231 ARCH PRESENTATIONS	2	4	0	4

Prerequisites: ARC 111
Local Prereq: ARC 114
Corequisites: None

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

ARC 240 SITE PLANNING	2	2	0	3

Prerequisite: ARC 111 or LAR 111
Corequisite: None

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

ARC 264 DIGITAL ARCHITECTURE	1	3	0	2

Prerequisites: ARC 114
Corequisites: None

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

ART

ART 111 ART APPRECIATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class	Lab	Clin/ WExp	Credit Hours

ART 114   Art History Survey I   3   0   0   3
Prerequisites: None
Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ART 115   Art History Survey II   3   0   0   3
Prerequisites: None
Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ART 131   DRAWING I   0   6   0   3
Prerequisite: None
Corequisite: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 132   DRAWING II   0   6   0   3
Prerequisite: ART 131
Corequisite: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 264   DIGITAL PHOTOGRAPHY I   1   4   0   3
Prerequisites: None
Corequisites: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
ART 265	DIGITAL PHOTOGRAPHY II	1	4	0	3

Prerequisites: ART 264
Corequisites: None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ASTRONOMY

		Class	Lab	Clin/ WExp	Credit Hours
AST 111	DESCRIPTIVE ASTRONOMY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
Local Coreq: AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

		Class	Lab	Clin/ WExp	Credit Hours
AST 111A	DESCRIPTIVE ASTRONOMY LAB	0	2	0	1

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

	Class	Lab	Clin/ WExp	Credit Hours

AUTOMATION TRAINING

ATR 213	PROGRAMMABLE CONTROLLERS	3	3	0	4

Prerequisite: ELC 131
Corequisite: None

This course provides a detailed study of the PLC, related hardware and programming format, and applications in the automated work cell. Topics include input/output modules, power supplies, operator interface, ladder logic, and Boolean language programming. Upon completion, students should be able to install, program, and maintain PLC-controlled systems.

ATR 281	Automation Robotics	3	2	0	4

Prerequisites: ELC 111 and HYD 110 or MEC 265
Corequisites: None

This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

AUTOMOTIVE

AUT 110	Intro to Auto Technology	2	2	0	3

Prerequisites: None
Corequisites: None

This course covers the basic concepts and terms of automotive technology, workplace safety, North Carolina state inspection, safety and environmental regulations, and use of service information resources. Topics include familiarization with components along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe terms associated with automobiles, identify and use basic tools and shop equipment, and conduct North Carolina safety/emissions inspections.

AUT 111	BASIC AUTO TECHNOLOGY	1	2	0	2

Prerequisites: None
Corequisites: None

This course introduces basic concepts, terms, workplace safety, regulations, and service information relating to automotive technology. Emphasis is placed on developing familiarity with automotive components along with basic identification and proper use of various hand and power tools and shop equipment. Upon completion, students should be able to define and use terms associated with automobiles and identify and use basic tools and shop equipment.

	Class	Lab	Clin/ WExp	Credit Hours
AUT 115 ENGINE FUNDAMENTALS	2	3	0	3

Prerequisite: None
Corequisite: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

	Class	Lab	Clin/ WExp	Credit Hours
AUT 116 ENGINE REPAIR	1	3	0	2

Prerequisite: None
Corequisite: None

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

	Class	Lab	Clin/ WExp	Credit Hours
AUT 141 SUSPENSION & STEERING SYSTEMS	2	4	0	4

Prerequisite: None
Corequisite: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

	Class	Lab	Clin/ WExp	Credit Hours
AUT 151 BRAKE SYSTEMS	2	2	0	3

Prerequisite: None
Corequisite: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

	Class	Lab	Clin/ WExp	Credit Hours
AUT 152 BRAKE SYSTEMS LAB	0	2	0	1

Prerequisites: None
Corequisites: AUT 151

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.

	Class	Lab	Clin/ WExp	Credit Hours

AUT 161   ELECTRICAL SYSTEMS   2   6   0   4
Prerequisite: None
Corequisite: None

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 162   CHASSIS ELECTRICAL
            AND ELECTRONICS   2   2   0   3
Prerequisite: None
Local Prereq: AUT 161
Corequisite: None

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

AUT 164   AUTOMOTIVE ELECTRONICS   2   2   0   3
Prerequisite: None
Local Prereq: AUT 161
Corequisite: None

This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

AUT 171   HEATING AND AIR CONDITIONING   2   3   0   3
Prerequisite: None
Corequisite: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

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		Class	Lab	Clin/ WExp	Credit Hours
AUT 181	ENGINE PERFORMANCE-ELECTRICAL	2	3	0	3

Prerequisite: None
Local Prereq: AUT 162
Corequisite: None
Local Coreq: AUT 182

This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 182	ENGINE PERFORMANCE- ELECTRICAL LAB	0	3	0	1

Prerequisite: None
Local Prereq: AUT 162
Corequisite: AUT 181

This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronic test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 183	ENGINE PERFORMANCE-FUELS	2	3	0	3

Prerequisite: None
Local Prereq: AUT 181
Corequisite: None
Local Coreq: AUT 184

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 184	ENGINE PERFORMANCE-FUELS LAB	0	3	0	1

Prerequisite: None
Local Prereq: AUT 181
Corequisite: AUT 183

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 185	EMISSION CONTROLS	1	2	0	2

Prerequisite: None
Local Prereq: AUT 162
Corequisite: None
Local Coreq: AUT 181

This course covers the design and function of emission control devices. Topics include chemistry of combustion as well as design characteristics and emission control devices which limit tailpipe, crankcase, and evaporative emissions. Upon completion, students should be able to troubleshoot, test, and service emission control systems.

AUT 221	AUTOMATIC TRANSMISSIONS	2	6	0	4

Prerequisite: None
Corequisite: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 231	MANUAL DRIVE TRAINS/AXLES	2	3	0	3

Prerequisite: None
Corequisite: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 281	ADVANCED ENGINE PERFORMANCE	2	2	0	3

Prerequisite: None
Local Prereq: AUT 181
Corequisite: None
Local Coreq: AUT 183

This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.

BANKING AND FINANCE

BAF 246	International Banking	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers international agencies, foreign exchange activities, Edge Act corporations, international lending, and risk assessment. Topics include corresponding bank relationships, foreign exchange, the Eurodollar market, and developing international business. Upon completion, students should be able to identify the various international services banks provide and explain international lending concepts, credit principles, and risk factors.

BIOLOGY

Enrollment in any biology course more than two times requires the written permission of the Science Department chair.

BIO 094	CONCEPTS OF HUMAN BIOLOGY	3	2	0	4

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: RED 090

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

There is an $7.50 lab fee for this course.

BIO 110	PRINCIPLES OF BIOLOGY	3	3	0	4

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

There is an $11.25 lab fee for this course.

BIO 111	GENERAL BIOLOGY I	3	3	0	4

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics and has been approved for the Biology pre-major agreement. Students may not receive science credit for this course and BIO 110.*

There is an $11.25 lab fee for this course.

| BIO 112 | GENERAL BIOLOGY II | 3 | 3 | 0 | 4 |

Prerequisite: BIO 111
Corequisite: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics and has been approved for the Biology pre-major agreement. Students may not receive science credit for this course and BIO 110.*

There is an $11.25 lab fee for this course.

| BIO 120 | Introductory Botany | 3 | 3 | 0 | 4 |

Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

There is an $11.25 lab fee for this course.

| BIO 130 | INTRODUCTORY ZOOLOGY | 3 | 3 | 0 | 4 |

Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate

comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics and has been approved for the Biology pre-major agreement.*

There is an $11.25 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
BIO 140	ENVIRONMENTAL BIOLOGY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics. This course is also available through the Virtual Learning Community (VLC.) At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140.*

		Class	Lab	Clin/WExp	Credit Hours
BIO 140A	ENVIRONMENTAL BIOLOGY LAB	0	3	0	1

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics. At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140.*

There is an $11.25 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
BIO 155	NUTRITION	3	0	0	3

Prerequisites: None
Local Prereq: ENG 095 and MAT 070 or appropriate placement test score
Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all

age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. At PCC it is recommended that students have completed a college-level biology course before enrolling in BIO 155.*

BIO 161	**INTRODUCTION TO HUMAN BIOLOGY**	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

BIO 162   INTRO TO HUMAN PHYSIOLOGY   4   0   0   4

Prerequisites: None
Local Prereq: ENG 095 or appropriate test score
Corequisites: None

This course introduces the functions of the human organ systems. Emphasis is placed on the organ systems relationships and the role of each in homeostasis and maintenance of life. Upon completion, students should be able to demonstrate knowledge of various organ system functions and their role in homeostasis.

BIO 163   BASIC ANATOMY AND PHYSIOLOGY   4   2   0   5

Prerequisites: None
Local Prereq: Placement/waiver out of ENG 095 and MAT 070 or BIO 094 or BIO
                        161 with a grade of B or better
Corequisite: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

There is an $7.50 lab fee for this course.

BIO 168   ANATOMY AND PHYSIOLOGY I   3   3   0   4

Prerequisites: None
Local Prereq: Placement/waiver out of ENG 095 and MAT 070 or BIO 094 or BIO
                        161 with a grade of B or better
Corequisite: None

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This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

There is an $11.25 lab fee for this course.

BIO 169	ANATOMY AND PHYSIOLOGY II	3	3	0	4

Prerequisite: BIO 168
Local Prereq: BIO 168 with a grade of "C" or better
Corequisite: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

There is an $11.25 lab fee for this course.

BIO 175	GENERAL MICROBIOLOGY	2	2	0	3

Prerequisite: BIO 110, BIO 111, BIO 163, BIO 165, BIO 168
Local Prereq: BIO 110 with a grade of C or better, or BIO 163 with a grade of C or better, or BIO 169 with a grade of C or better
Corequisite: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

There is an $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
BIO 271	PATHOPHYSIOLOGY	3	0	0	3

Prerequisites: BIO 163, BIO 166, or BIO 169
Local Prereq: BIO 163 with a grade of C or better, or BIO 166 with a grade of
                    C or better, or BIO 169 with a grade of C or better
Corequisites: None

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
BIO 275	MICROBIOLOGY	3	3	0	4

Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168
Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

There is an $11.25 lab fee for this course.

BLUEPRINT READING

		Class	Lab	Clin/WExp	Credit Hours
BPR 111	BLUEPRINT READING	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

		Class	Lab	Clin/WExp	Credit Hours
BPR 121	BLUEPRINT READING: MECHANICAL	1	2	0	2

Prerequisite: BPR 111 or MAC 131
Corequisite: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon

completion, students should be able to read and interpret a mechanical working drawing.

BPR 130	BLUEPRINT READING/				
	CONSTRUCTION	1	2	0	2
Prerequisite: None					
Corequisite: None					

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BIOTECHNOLOGY

BTC 181	BASIC LAB TECHNIQUES	3	3	0	4
Prerequisites: None					
Corequisites: None					

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

BTC 250	Principles of Genetics	3	0	0	3
Prerequisites: BIO 111					
Corequisites: None					

This course covers the basic principles of genetics. Topics will include Mendelian inheritance, gene mapping, molecular genetics, regulation of gene expression, population genetics, quantitative genetics, and the genetics of cancer. Upon completion, students should be able to demonstrate a broad understanding of genetics and the principles of heredity.

BTC 270	RECOMBINANT DNA TECH	3	3	0	4
Prerequisites: BTC 250 and BTC 181					
Corequisites: None					

This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques.

BTC 281   BIOPROCESS TECHNIQUES   2   6   0   4
Prerequisites: BTC 181
Corequisites: None

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centerfugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

BTC 285   Cell Culture   2   3   0   3
Prerequisites: BIO 175 or BIO 275
Corequisites: None

This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.

BTC 286   IMMUNOLOGICAL TECHNIQUES   3   3   0   4
Prerequisites: BTC 285
Corequisites: None

This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.

BTC 288   Biotech Lab Experience   0   6   0   2
Prerequisites: BIO 250 or BTC 270 and BTC 281, BTC 285 or BTC 286
Corequisites: None

This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.

BUSINESS

BUS 110   INTRODUCTION TO BUSINESS   3   0   0   3
Prerequisite: None
Corequisite: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 115	BUSINESS LAW I	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 116	BUSINESS LAW II	3	0	0	3

Prerequisite: BUS 115
Corequisite: None

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121	BUSINESS MATH	2	2	0	3

Prerequisite: None
Local Prereq: MAT 060
Corequisite: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135	PRINCIPLES OF SUPERVISION	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. *This course is also available through the Virtual Learning Community (VLC)*

			Clin/	Credit
		Class	Lab	WExp	Hours

		Class	Lab	Clin/WExp	Credit Hours
BUS 137	PRINCIPLES OF MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 151	PEOPLE SKILLS	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 153	HUMAN RESOURCE MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217	EMPLOYMENT LAW AND REGULATIONS	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. *This course is also available through the Virtual Learning Community (VLC).*

BUS 225	BUSINESS FINANCE	2	2	0	3

Prerequisite: ACC 120
Corequisite: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

			Clin/	Credit
	Class	Lab	WExp	Hours

BUS 228   Business Statistics   2   2   0   3
Prerequisites: MAT 115, MAT 140, or MAT 161
Corequisites: None

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 230   SMALL BUSINESS MANAGEMENT   3   0   0   3
Prerequisite: None
Local Prereq: BUS 110, ECO 251, MKT 120
Corequisite: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. . *This course is also available through the Virtual Learning Community (VLC).*

BUS 234   TRAINING AND DEVELOPMENT   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

BUS 235   PERFORMANCE MANAGEMENT   3   0   0   3
Prerequisites: None
Corequisites: None

This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a comprehensive performance management system.

	Class	Lab	Clin/ WExp	Credit Hours
BUS 238 INTEGRATED MANAGEMENT	3	0	0	3

Prerequisite: BUS 137
Local Prereq: BUS 110 and ACC 120
Corequisite: None

This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

	Class	Lab	Clin/ WExp	Credit Hours
BUS 240 BUSINESS ETHICS	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

	Class	Lab	Clin/ WExp	Credit Hours
BUS 252 LABOR RELATIONS	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists. *This course is also available through the Virtual Learning Community (VLC).*

	Class	Lab	Clin/ WExp	Credit Hours
BUS 255 ORG BEHAVIOR IN BUSINESS	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

	Class	Lab	Clin/ WExp	Credit Hours
BUS 256 RECRUITMENT, SELECTION, AND PERSONNEL PLANNING	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

	Class	Lab	Clin/ WExp	Credit Hours
BUS 258 COMPENSATION AND BENEFITS	3	0	0	3

Prerequisite: None
Corequisite: None

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program*

	Class	Lab	Clin/ WExp	Credit Hours
BUS 259 HRM APPLICATIONS	3	0	0	3

Prerequisites: BUS 217, BUS 234, BUS 256, and BUS 258
Corequisite: None

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.*

CARPENTRY

	Class	Lab	Clin/ WExp	Credit Hours
CAR 110 INTRODUCTION TO CARPENTRY	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods,

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and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111	CARPENTRY I	3	15	0	8

Prerequisite: None
Corequisite: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112	CARPENTRY II	3	15	0	8

Prerequisite: CAR 111
Corequisite: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113	CARPENTRY III	3	9	0	6

Prerequisite: CAR 111
Corequisite: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

COMPUTED TOMOGRAPHY

CAT 210	CT PHYSICS AND EQUIPMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

	Class	Lab	Clin/ WExp	Credit Hours
CAT 211 CT PROCEDURES	4	0	0	4

Prerequisite: None
Corequisite: CAT 210

This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

	Class	Lab	Clin/ WExp	Credit Hours
CAT 231 CT CLINICAL PRACTICUM	0	0	33	11

Prerequisite: None
Local Prereq: Enrollment in CT/MRI program
Corequisite: None

This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

COMPUTER ENGINEERING TECHNOLOGY

	Class	Lab	Clin/ WExp	Credit Hours
CET 111 COMPUTER UPGRADE/REPAIR I	2	3	0	3

Prerequisite: None
Corequisite: None

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CHEMISTRY

Enrollment in any chemistry course more than two times requires the written permission of the Science Department chair.

	Class	Lab	Clin/ WExp	Credit Hours
CHM 094 BASIC BIOLOGICAL CHEMISTRY	3	2	0	4

Prerequisite: MAT 060, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Local Prereq: ENG 095 & MAT 070 or appropriate placement test scores
Corequisites: MAT 70

This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

There is a $7.50 lab fee for this course.

CHM 131	INTRODUCTION TO CHEMISTRY	3	0	0	3

Prerequisite: None
Local Prereq.: ENG 095 & MAT 070 or MAT 090 or appropriate placement test scores
Corequisite: None
Local Coreq: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics. At PCC, emphasis is placed on applications to health and environmental issues.*

CHM 131A	INTRODUCTION TO CHEMISTRY LAB	0	3	0	1

Prerequisite: None
Local Prereq: ENG 095 & MAT 070 or MAT 090 or appropriate placement test scores
Corequisite: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

There is an $11.25 lab fee for this course.

CHM 132	ORGANIC AND BIOCHEMISTRY	3	3		4

Prerequisites: CHM 131 and CHM 131A or CHM 151
Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

This course is also available through the Virtual Learning Community (VLC. At PCC, emphasis is placed on applications to health and environmental issues.

There is an $11.25 lab fee for this course.

| CHM 151 | GENERAL CHEMISTRY I | 3 | 3 | 0 | 4 |

Prerequisite: None
Local Prereq: ENG 095 & MAT 070 or MAT 090 or appropriate placement test scores
Corequisite: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics and has been approved for the chemistry pre-major agreement..*

There is an $11.25 lab fee for this course.

| CHM 152 | GENERAL CHEMISTRY II | 3 | 3 | 0 | 4 |

Prerequisite: CHM 151
Corequisite: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics and has been approved for the chemistry pre-major agreement.*

There is an $11.25 lab fee for this course.

| CHM 251 | ORGANIC CHEMISTRY I | 3 | 3 | 0 | 4 |

Prerequisites: CHM 152
Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive*

Articulation Agreement pre-major and/or elective course requirement. Offered in alternate years.

There is an $11.25 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
CHM 252	ORGANIC CHEMISTRY II	3	3	0	4

Prerequisites: CHM 251
Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Offered in alternate years.*

There is an $11.25 lab fee for this course.

INFORMATION SYSTEMS

		Class	Lab	Clin/WExp	Credit Hours
CIS 110	INTRODUCTION TO COMPUTERS	2	2	0	3

Prerequisite: None
Corequisite: None

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* At PCC, classes may be taught nontraditionally through telecourse distance learning or the Internet; word processing, spreadsheets, database and the Internet will be taught.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
CIS 111	BASIC PC LITERACY	1	2	0	2

Prerequisite: None
Corequisite: None

This course provides a brief overview of computer concepts for those who have not received credit for CIS 110. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon

completion, students should be able to demonstrate basic personal computer skills.

There is a $7.50 lab fee for this course.

CIS 113	COMPUTER BASICS	0	2	0	1

Prerequisite: None
Corequisite: None

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software. *This course is also available through the Virtual Learning Community (VLC).*

There is a $7.50 lab fee for this course.

CIS 115	INTRODUCTION TO				
	PROGRAMMING AND LOGIC	2	2	0	3

Prerequisite: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisite: None

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* At PCC, this course is available through traditional classroom/lab instruction or on the Internet.

There is a $7.50 lab fee for this course.

CIS 120	SPREADSHEET I	2	2	0	3

Prerequisite: CIS 110 or CIS 111 or OST 137
Corequisite: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

There is a $7.50 lab fee for this course.

			Clin/	Credit
	Class	Lab	WExp	Hours

CIS 130   SURVEY OF OPERATING SYSTEMS   2   3   0   3
Prerequisite: None
Local Prereq: CIS 110
Corequisite: None

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance. *At PCC, this course is available through traditional classroom/lab instruction or on the Internet.*

There is an 11.25 lab fee for this course.

CIS 147   OPERATING SYSTEM - WINDOWS™   2   2   0   3
Prerequisite: None
Local Prereq:CIS 130
Corequisite: None

This course introduces operating systems concepts for a Windows™ operating system for those who have not received credit for CIS 112. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a Windows™ environment. programs.

There is a $7.50 lab fee for this course.

CIS 148   OPERATING SYSTEM-WINDOWS™ NT   2   2   0   3
Prerequisite: None
Corequisite: CIS 130

This course introduces operating systems concepts for the Windows™ NT operating system. Topics include hardware management, file and memory management, system configuration/optimization, networking options, and utilities. Upon completion, students should be able to perform operating system functions at the single/multi-user support level in a Windows™ NT environment.

There is a $7.50 lab fee for this course.

CIS 152   DATABASE CONCEPTS
                 AND APPLICATIONS   2   2   0   3
Prerequisite: CIS 110, CIS 111, or CIS 115
Corequisite: None

This course introduces database design and creation using a DBMS product for those who have not received credit for CIS 154. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion,

students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

There is a $7.50 lab fee for this course.

CIS 153	DATABASE APPLICATIONS	2	2	0	3

Prerequisite: CIS 152
Corequisite: None

This course covers advanced database functions continued from CIS 152. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. *This course is also available through the Virtual Learning Community (VLC).*

There is a $7.50 lab fee for this course.

CIS 170	TECHNICAL SUPPORT FUNCTIONS I	2	2	0	3

Prerequisite: None
Local Prereq: CIS 115, CIS 130 and CIS 215
Corequisite: None

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. At PCC, lab will introduce students to helpdesk support principles using telecommunications and networking tools.

There is a $7.50 lab fee for this course.

CIS 172	INTRODUCTION TO THE INTERNET	2	3	0	3

Prerequisite: None
Corequisite: None

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservs, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools. At PCC, this course is available through traditional classroom/lab instruction or on the Internet.

There is an $11.25 fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours
CIS 173 NETWORK THEORY	2	2	0	3

Prerequisite: None
Local Prereq: NET 110
Corequisite: None

This course examines Token Ring, Ethernet, and Arcnet networks. Topics include LAN topologies and design; cable characteristics; cable, interface cards, server, and client installation; basic management techniques; linking networks; and troubleshooting LAN problems. Upon completion, students should be able to install both hardware and software for a small client/server LAN and troubleshoot common network problems. At PCC, students will perform basic LAN administration as part of the troubleshooting component.

There is a $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours
CIS 174 NETWORK SYSTEM MANAGER I	2	2	0	3

Prerequisite: None
Local Prereq: NET 110
Corequisite: None

This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system. *This course is also available through the Virtual Learning Community (VLC).*

There is a $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours
CIS 175 NETWORK MANAGEMENT I	2	2	0	3

Prerequisite: None
Local Prereq: NET 110
Corequisite: None

This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy

There is a $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours
CIS 215 HARDWARE INSTALLATION MAINT	.2	3	0	3

Prerequisites: CIS 110, CIS 111 or CIS 115
Local Prereq: CIS 130
Corequisite: None

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students

should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

There is an $11.25 lab fee for this course.

CIS 216	SOFTWARE INSTALLATION/ MAINTENANCE	1	2	0	2

Prerequisite: CIS 130
Corequisite: None

This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.

There is a $7.50 lab fee for this course.

CIS 217	Computer Train & Support	2	2	0	3

Prerequisites: None
Corequisites: None

This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

There is a $7.50 lab fee for this course.

CIS 226	TRENDS IN TECHNOLOGY	1	2	0	2

Prerequisite: None
Local Prereq: CIS 130
Corequisite: None

This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

There is a $7.50 lab fee for this course.

CIS 236	A+ Certification Prep	2	2	0	3

Prerequisites: CIS 215 or CIS 135
Corequisites: None

This course is designed to prepare students for the A+ Hardware Certification exam. Topics include portable computer systems, installing and troubleshooting printers, basic networking concepts and procedures, testing electrical components, using diagnostics utilities, and achieving customer satisfaction. Upon completion, students should be able to repair portable systems and printers, understand basic networking, and use utilities and voltmeters to test computer components.

There is a $7.50 lab fee for this course.

CIS 246	OPERATING SYSTEM - UNIX	2	3	0	3

Prerequisite: None
Corequisite: None

This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities. *This course is also available through the Virtual Learning Community (VLC).*

There is an $11.25 lab fee for this course.

CIS 274	NETWORK SYSTEM MANAGER II	2	2	0	3

Prerequisite: CIS 174
Local Prereq: CIS 173
Corequisite: None

This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

There is a $7.50 lab fee for this course.

CIS 275	NETWORK MANAGEMENT II	2	2	0	3

Prerequisites: CIS 175
Local Prereq: CIS 173
Corequisite: None

This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance. *This course is a unique concentration*

requirement in the Network Administration and Support concentration in the Information Systems program.

There is a $7.50 lab fee for this course.

| CIS 279 | UNIX System Admin | 3 | 3 | 0 | 4 |

Prerequisites: CIS 246
Corequisites: None

This course provides an advanced study of the UNIX operating system for maintaining UNIX systems. Topics include administering user accounts, using back-up utilities, installing and maintaining UNIX file systems, configuring devices, controlling processes, using advanced scripts, and other related topics. Upon completion, students should be able to set up, configure, maintain, and administer a UNIX system.

There is an $11.25 lab fee for this course.

| CIS 286 | SYSTEMS ANALYSIS AND DESIGN | 3 | 0 | 0 | 3 |

Prerequisite: CIS 115
Local Prereq: CIS 152
Corequisite: None

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

| CIS 287 | NETWORK SUPPORT | 2 | 2 | 0 | 3 |

Prerequisite: CIS 274 or CIS 275
Corequisite: None

This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
CIS 288	SYSTEMS PROJECT	1	4	0	3

Prerequisite: CIS 227 or CIS 286
Corequisite: None

This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

There is a $15.00 lab fee for this course.

CARDIOVASCULAR/VASCULAR INTERVENTIONAL TECHNOLOGY

		Class	Lab	Clin/WExp	Credit Hours
CIT 211	PATIENT CARE	1	2	0	2

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisites: None

This course introduces specialized patient care and management, physiological monitoring, and general procedural considerations used within the vascular and cardiovascular environment. Emphasis is placed on patient communication, pressure measurements, ECG, specialized cardiac monitoring, intravenous therapy, sterile technique, infection control, legal issues and isolation procedures. Upon completion, students should be able to understand and demonstrate patient care management, sterile techniques, and use and function of physiological monitoring and measurement devices.

		Class	Lab	Clin/WExp	Credit Hours
CIT 212	CARDIAC EQUIP & SUPPLIES	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisites: None

This course covers advanced radiography equipment, instrumentation, image enhancement techniques, physiologic monitoring equipment, inventory and supplies used in a cardiovascular lab. Emphasis is placed on Cine film and housing, digital equipment, principles of magnification, automatic injectors, catheters, guide wires, needles, and other needed equipment. Upon completion, students should be able to demonstrate knowledge of general angiographic equipment, specialized imaging techniques, needed supplies and principles used in a cardiovascular interventional lab.

		Class	Lab	Clin/ WExp	Credit Hours
CIT 213	RADIOGRAPHIC PHARMACOLOGY	1	0	0	1

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
                Vascular Interventional Technology program
Corequisites: None

This course is designed to inform the student about drugs commonly utilized in vascular and cardiovascular labs. Emphasis is placed medication sources, uses, classifications, dosages, intravenous and intra arterial therapy, indications, contraindications, interactions and reactions for various age groups. Upon completion, students should be able to compute dosages and understand the use of therapeutic medications delivered in cardiac and vascular interventional labs.

CIT 214	CARDIAC PROCEDURES	3	0	0	3

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
                Vascular Interventional Technology program
Corequisites: None

This course covers angiographic approaches to diagnostic and interventional procedures performed in a cardiovascular lab. Emphasis is placed on structure, cardiovascular anatomy, hemodynamics of vascular systems, pulmonary circulation, cardiac circulation, filming sequence, and patient positioning and pathology. Upon completion, students should be able to demonstrate knowledge of cardiovascular and supporting systems, methods to visualize radiographic anatomy, and conduct critical reviews of obtained images.

CIT 215	VASCULAR EQUIP & SUPPLIES	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
                Vascular Interventional Technology program
Co requisites: None

This course covers advanced radiography equipment, instrumentation, subtraction, image enhancement techniques, physiologic monitoring equipment, inventory and supplies used in a vascular interventional lab. Emphasis is placed on intensifying screens, filtration, digital equipment, manual techniques, principles of magnification, automatic injectors, catheters, guide wires, and needles. Upon completion, students should be able to demonstrate knowledge of general angiographic equipment, specialized imaging techniques, needed supplies and principles used in a vascular interventional lab..

CIT 217	VASCULAR PROCEDURES	3	0	0	3

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
                Vascular Interventional Technology program
Corequisites: None

This course covers angiographic approaches to diagnostice and interventional procedures performed in a vascular lab. Emphasis is placed on structure, vascular anatomy, hemodynamics of vascular systems, hemodynamics, peripherals, pulmonary circulation, ECG, neuroangiography, renal and portal systems, filming sequence, patient positioning, and pathology. Upon completion, students should be able to demonstrate knowledge of vascular systems, methods used to viaualize radiographic anatomy, and conduct critical reviews of obtained images.

		Class	Lab	Clin/WExp	Credit Hours
CIT 230	CARDIAC INTERVEN CLINICAL	0	0	27	9

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisites: None

This course provides the opportunity to apply knowledge gained from didactic instruction to the cardiovascular interventional clinical environment. Emphasis is placed on patient care, radiation safety, recognition of cardiovascular anatomy and pathology, equipment and imaging procedures and production. Upon completion, students should be able to demonstrate selected cardiac procedures, advanced EKG interpretation, preparation of sterile supplies, and maintenance of equipment and supplies.

		Class	Lab	Clin/WExp	Credit Hours
CIT 235	VASCULAR INTERVEN CLIN	0	0	27	9

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisites: None

This course provides the opportunity to apply knowledge gained from didactic instruction to the vascular interventional clinical environment. Emphasis is placed on patient care, radiation safety, recognition of vascular anatomy and pathology, equipment and imaging procedures and production. Upon completion, students should be able to demonstrate selected vascular procedures, basic EKG interpretation, preparation of sterile supplies, and maintenance of equipment and supplies

		Class	Lab	Clin/WExp	Credit Hours
CIT 261	CIT CARDIAC EXAM PREP	1	0	0	1

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisites: None

This course covers the aspects of cardiac technology as practiced in the didactic and clinical settings. Emphasis is placed on content specifications of the ARRT Advanced-Level exam, study skills, and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the cardiac portion of the CIT exam.

		Class	Lab	Clin/ WExp	Credit Hours

CIT 262   CIT VASCULAR EXAM PREP   1   0   0   1

Prerequisites: None
Local Prereq: Enrollment in the Cardiovascular/
              Vascular Interventional Technology program
Corequisites: None

This course covers the aspects of vascular technology as practiced in the didactic and clinical settings. Emphasis is placed on content specifications of the ARRT Advanced-Level exam, study skills, and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the vascular portion of the CIT exam.

CRIMINAL JUSTICE

CJC 100   BASIC LAW ENFORCEMENT TRAINING   8   30   0   18

Prerequisite: None
Corequisite: None

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate level course.*

CJC 111   INTRODUCTION TO CRIMINAL
              JUSTICE   3   0   0   3

Prerequisite: None
Corequisite: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

CJC 112   CRIMINOLOGY   3   0   0   3

Prerequisite: None
Corequisite: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

	Class	Lab	Clin/ WExp	Credit Hours
CJC 113 JUVENILE JUSTICE	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. *This course is also available through the Virtual Learning Community (VLC).*

	Class	Lab	Clin/ WExp	Credit Hours
CJC 114 INVESTIGATIVE PHOTOGRAPHY	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

	Class	Lab	Clin/ WExp	Credit Hours
CJC 120 INTERVIEWS/INTERROGATIONS	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

	Class	Lab	Clin/ WExp	Credit Hours
CJC 121 LAW ENFORCEMENT OPERATIONS	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

	Class	Lab	Clin/ WExp	Credit Hours

CJC 122   COMMUNITY POLICING   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131   CRIMINAL LAW   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132   COURT PROCEDURE AND EVIDENCE   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141   CORRECTIONS   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the history, major philosophies, components, and current pracices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

CJC 211   COUNSELING   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212	ETHICS AND COMMUNITY RELATIONS	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. *This course is also available through the Virtual Learning Community (VLC).*

CJC 213	SUBSTANCE ABUSE	3	0	0	3

Prerequisite: None
Corequisite: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 215	ORGANIZATION AND ADMINISTRATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221	INVESTIGATIVE PRINCIPLES	3	2	0	4

Prerequisite: None
Corequisite: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering

techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222	CRIMINALISTICS	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223	ORGANIZED CRIME	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 231	CONSTITUTIONAL LAW	3	0	0	3

Prerequisite: None
Corequisite: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. *This course is also available through the Virtual Learning Community (VLC).*

CJC 233	CORRECTIONAL LAW	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

		Class	Lab	Clin/ WExp	Credit Hours

CJC 241   COMMUNITY-BASED CORRECTIONS 3   0   0   3
Prerequisite: None
Corequisite: None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COOPERATIVE EDUCATION

COE 111   CO-OP WORK EXPERIENCE I   0   0   10   1
Prerequisite: None
Corequisite: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisites are set by each department. *This course is also available through the Virtual Learning Community (VLC).*

COE 112   CO-OP WORK EXPERIENCE I   0   0   20   2
Prerequisite: None
Corequisite: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisites are set by each department.

COE 115   WORK EXPERIENCE SEMINAR I   1   0   0   1
Prerequisite: None
Corequisite: COE 111, COE 112, COE 113, or COE 114

At PCC, the course description is written by the individual departments.

COE 121   CO-OP WORK EXPERIENCE II   0   0   10   1
Prerequisite: None
Corequisite: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisite are set by each department.

| COE 122 | Co-op Work Experience II | 0 | 0 | 20 | 2 |

Prerequisites: None
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisite are set by each department.

| COE 125 | Work Exp Seminar II | 1 | 0 | 0 | 1 |

Prerequisites: None
Corequisites: COE 121, COE 122, COE 123, or COE 124

This course provides a seminar for preparation, discussion, and integration of the work experience of COE 121. Emphasis is placed on orientation to the college-approved work site, integrating classroom learning with related work experiences, and professional development. Upon completion, students will be able to: express an understanding of work site policies and procedures; identify developmental characteristics of the children in the classroom; describe developmentally appropriate practices in the early childhood setting; describe teamwork and collaboration necessary for effective early childhood practices; and integrate knowledge into professional work behaviors.

| COE 131 | Co-op Work Experience III | 0 | 0 | 10 | 1 |

Prerequisites: None
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

| COE 212 | CO-OP WORK EXPERIENCE IV | 0 | 0 | 20 | 2 |

Prerequisite: None
Corequisite: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion,

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students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COMMUNICATION

		Class	Lab	Clin/ WExp	Credit Hours
COM 111	VOICE AND DICTION I	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides guided practice in the proper production of speech. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective natural speech in various contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
COM 120	INTERPERSONAL COMMUNICATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/ communication.*

		Class	Lab	Clin/ WExp	Credit Hours
COM 231	PUBLIC SPEAKING	3	0	0	3

Prerequisite: None
Corequisite: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

COSMETOLOGY

		Class	Lab	Clin/WExp	Credit Hours
COS 111	COSMETOLOGY CONCEPTS I	4	0	0	4

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

		Class	Lab	Clin/WExp	Credit Hours
COS 112	SALON I	0	24	0	8

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

		Class	Lab	Clin/WExp	Credit Hours
COS 113	COSMETOLOGY CONCEPTS II	4	0	0	4

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

		Class	Lab	Clin/WExp	Credit Hours
COS 114	SALON II	0	24	0	8

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

		Class	Lab	Clin/WExp	Credit Hours
COS 115	COSMETOLOGY CONCEPTS III	4	0	0	4

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 SALON III	0	12	0	4

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 COSMETOLOGY CONCEPTS IV	2	0	0	2

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 SALON IV	0	21	0	7

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 250 COMPUTERIZED SALON OPS	1	0	0	1

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: None

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COMPUTER SCIENCE

CSC 120	COMPUTING FUNDAMENTALS I	3	2	0	4

Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

There is an $11.25 lab fee for this course.

CSC 130	COMPUTING FUNDAMENTALS II	3	2	0	4

Prerequisites: CSC 120
Corequisites: None

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

There is an $11.25 lab fee for this course.

CSC 134	C++ PROGRAMMING	2	3	0	3

Prerequisite: None
Local Prereq: CIS 115 and CIS 130
Corequisite: None

This course introduces computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. At PCC, this course may use a GUI interface. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

There is an $11.25 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours

CSC 136   FORTRAN PROGRAMMING   2   3   0   3
Prerequisites: None
Corequisites: None

This course introduces computer programming using the FORTRAN programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, subprograms, and other related topics. Upon completion, students should be able to design, code, test, and debug FORTRAN language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

There is an $11.25 lab fee for this course.

CSC 139   VISUAL BASIC PROGRAMMING   2   3   0   3
Prerequisite: None
Local Prereq: CIS 115
Corequisite: None

This course introduces computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

There is an $11.25 lab fee for this course.

CSC 143   OBJECT-ORIENTED PROGRAMMING 2   3   0   3
Prerequisite: None
Local Prereq: CSC 234 or CSC 248
Corequisite: None

This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.

There is an $11.25 lab fee for this course.

CSC 148   JAVA Programming   2   3   0   3
Prerequisites: None
Corequisites: None

This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, debug JAVA language programs. *This course has been approved to satisfy the Comprehensive*

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| | | | **Clin/** | **Credit** |
| | **Class** | **Lab** | **WExp** | **Hours** |

Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

There is an $11.25 lab fee for this course.

| CSC 160 | Intro to Internet Programming | 2 | 2 | 0 | 3 |

Prerequisites: None
Local Prereq: CIS 172
Corequisites: None

This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

There is a $7.50 lab fee for this course.

| CSC 234 | ADVANCED C++ | 2 | 3 | 0 | 3 |

Prerequisite: CSC 134
Corequisite: None

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *At PCC, student will use GUI calls.*

There is an $11.25 lab fee for this course.

| CSC 239 | ADVANCED VISUAL BASIC | 2 | 3 | 0 | 3 |

Prerequisite: CSC 139
Corequisite: None

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is also available through the Virtual Learning Community (VLC).*

There is an $11.25 lab fee for this course.

| CSC 248 | ADVANCED INTERNET PROGRAMMING | 2 | 3 | 0 | 3 |

Prerequisite: CSC 134 or CSC 140 or CSC 141 or CSC 148 or CSC 160
Corequisite: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

There is an $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
CSC 285	PROGRAMMING PROJECT	2	2	0	3

Prerequisites: CIS 115
Corequisites: None
Local Coreq: CSC 239

This course provides an opportunity to complete a significant Programming project form the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

There is a $7.50 lab fee for this course.

CONSTRUCTION

		Class	Lab	Clin/ WExp	Credit Hours
CST 131	OSHA/SAFETY/CERTIFICATION	2	2	0	3

Prerequisite: None
Corequisite: None

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

		Class	Lab	Clin/ WExp	Credit Hours
CST 211	CONSTRUCTION SURVEYING	2	3	0	3

Prerequisite: MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisite: None

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

		Class	Lab	Clin/ WExp	Credit Hours
CST 221	STATICS/STRUCTURES	3	3	0	4

Prerequisite: MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 and
CST 112, ARC 112, or CAR 112
Corequisite: None

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

		Class	Lab	Clin/WExp	Credit Hours
CST 241	PLANNING/ESTIMATING I	2	2	0	3

Prerequisite: BPR 130 or MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisite: None

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

		Class	Lab	Clin/WExp	Credit Hours
CST 293	Selected Topics in Energy Efficient and Building Design	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Students will become familiar with solar and energy efficient technologies utilized in today's construction technologies.

CARDIOVASCULAR SONOGRAPHY

		Class	Lab	Clin/WExp	Credit Hours
CVS 160	CVS CLINICAL EDUCATION I	0	0	15	5

Prerequisite: None
Local Prereq: Enrollment in the Cardiovascular Sonography program
Corequisite: CVS 163

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

		Class	Lab	Clin/WExp	Credit Hours
CVS 161	CVS CLINICAL EDUCATION II	0	0	24	8

Prerequisite: CVS 160
Corequisite: None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

	Class	Lab	Clin/ WExp	Credit Hours
CVS 162 CVS CLINICAL EDUCATION III	0	0	15	5

CVS 162   CVS CLINICAL EDUCATION III
Prerequisite: CVS 161
Corequisite: None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 163   ECHO I

	3	2	0	4

Prerequisite: None
Corequisite: None

This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.

CVS 164   ECHO II

	3	2	0	4

Prerequisite: CVS 163
Corequisite: None

This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.

DRAFTING

DFT 117   TECHNICAL DRAFTING

	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.

DFT 119   BASIC CAD

	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

		Class	Lab	Clin/ WExp	Credit Hours
DFT 120	ADVANCED CAD	1	2	0	2

Prerequisites: DFT 119
Corequisites: None

This course is designed for non-drafting majors to build upon basic computer-aided drafting skills by the use of application-specific assignments. Emphasis is placed on advanced 2D, 3D, isometric, and modeling applications via the CAD system. Upon completion, students should be able to generate, manage, and output engineering drawings via the computer, printer, and plotter.

DRAMA

		Class	Lab	Clin/ WExp	Credit Hours
DRA 111	THEATRE APPRECIATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours
DRA 112	LITERATURE OF THE THEATRE	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education corerequirement in humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours
DRA 122	ORAL INTERPRETATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class	Lab	Clin/ WExp	Credit Hours

DRA 124   Readers Theatre — Class 3, Lab 0, Clin/WExp 0, Credit Hours 3
Prerequisites: None
Corequisites: None

This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

DRA 130   Acting I — Class 0, Lab 6, Clin/WExp 0, Credit Hours 3
Prerequisites: None
Corequisites: None

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

DRA 131   Acting II — Class 0, Lab 6, Clin/WExp 0, Credit Hours 3
Prerequisites: DRA 130
Corequisites: None

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ELECTRONIC COMMERCE

ECM 210   Intro to Electronic Commerce — Class 2, Lab 2, Clin/WExp 0, Credit Hours 3
Prerequisites: None
Corequisites: None

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working Electronic Commerce Internet web site.

ECONOMICS

| ECO 251 | PRINCIPLES OF MICROECONOMICS | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

| ECO 252 | PRINCIPLES OF MACROECONOMICS | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course, for those who have not received credit for ECO 151, introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDUCATION

| EDU 111 | EARLY CHILDHOOD CREDENTIAL I | 2 | 0 | 0 | 2 |

Prerequisite: None
Corequisite: None

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

| EDU 112 | EARLY CHILDHOOD CREDENTIAL II | 2 | 0 | 0 | 2 |

Prerequisite: None
Corequisite: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning

environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113	FAMILY/EARLY CHILDHOOD CREDENTIAL	2	0	0	2

Prerequisite: None
Corequisite: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 118	TEACH ASSOC PRINC & PRAC	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

EDU 119	INTRO TO EARLY CHILD EDUC	4	0	0	4

Prerequisites: None
Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities. *This course is also available through the Virtual Learning Community (VLC).*

			Clin/	Credit
	Class	**Lab**	**WExp**	**Hours**

EDU 131   CHILD, FAMILY, & COMMUNITY   3   0   0   3
Prerequisites: None
Corequisites: None

This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children. *This course is also available through the Virtual Learning Community (VLC).*

EDU 144   CHILD DEVELOPMENT I   3   0   0   3
Prerequisites: None
Corequisites: None

This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 145   CHILD DEVELOPMENT II   3   0   0   3
Prerequisites: None
Corequisites: None

This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 146   CHILD GUIDANCE   3   0   0   3
Prerequisites: None
Corequisites: None

This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-

esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children. *This course is also available through the Virtual Learning Community (VLC).*

EDU 151 CREATIVE ACTIVITIES	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.

EDU 151A CREATIVE ACTIVITIES LAB	0	2	0	1

Prerequisite: None
Corequisite: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 HEALTH, SAFETY, & NUTRITION	3	0	0	3

Prerequisites: None
Corequisites: None

This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognion and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.

EDU 153A Health, Safety, & Nut Lab	0	2	0	1

Prerequisites: None
Corequisites: EDU 153

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

EDU 186   READING & WRITING METHODS   3   0   3
Prerequisites: None
Corequisites: None

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

EDU 216 (116)   FOUNDATIONS OF EDUCATION 3   2   0   4
(EDU 216 replaced EDU 116)
Prerequisites: None
Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, PRAXIS I preparation and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

EDU 221   CHILDREN WITH EXCEPTIONAL   3   0   0   3
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisites: None

This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies. *This course is also available through the Virtual Learning Community (VLC).*

EDU 234   INFANTS, TODDLERS, AND TWOS   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

	Class	Lab	Clin/ WExp	Credit Hours

EDU 235   SCHOOL-AGE DEV & PROGRAM   2   0   0   2
Prerequisites: None
Corequisites: None

This course presents developmentally appropriate practices in group care for
school-age children. Topics include principles of development, environmental
planning, and positive guidance techniques. Upon completion, students should
be able to discuss developmental principles for children five to twelve years of age
and plan and implement age-appropriate activities.

EDU 251   EXPLORATION ACTIVITIES   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers discovery experiences in science, math, and social studies.
Emphasis is placed on developing concepts for each area and encouraging young
children to explore, discover, and construct concepts. Upon completion,
students should be able to discuss the discovery approach to teaching, explain
major concepts in each area, and plan appropriate experiences for children.

EDU 251A   EXPLORATION ACTIVITIES LAB   0   2   0   1
Prerequisite: None
Corequisite: EDU 251

This course provides a laboratory component to complement EDU 251.
Emphasis is placed on practical experiences that enhance concepts introduced in
the classroom. Upon completion, students should be able to demonstrate a
practical understanding of the development and implementation of appropriate
science, math, and social studies activities for children.

EDU 259   Curriculum Planning   3   0   0   3
Prerequisites: EDU 112 or EDU 113, or EDU 119
Corequisites: None

This course covers early childhood curriculum planning. Topics include
philosophy, curriculum, indoor and outdoor environmental design, scheduling,
observation and assessment, and instructional planning and evaluation. Upon
completion, students should be able to assess children and curriculum; plan for
daily, weekly, and long-range instruction; and design environments with
appropriate equipment and supplies.

**EDU 261   EARLY CHILDHOOD
              ADMINISTRATION I   2   0   0   2**
Prerequisite: None
Corequisite: None

This course covers the policies, procedures, and responsibilities for the
management of early childhood education programs. Topics include
implementation of goals, principles of supervision, budgeting and financial

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management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision. *This course is also available through the Virtual Learning Community (VLC).*

| EDU 262 | EARLY CHILDHOOD ADMIN II | 3 | 0 | 0 | 3 |

Prerequisite: EDU 261
Corequisite: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans. *This course is also available through the Virtual Learning Community (VLC).*

| EDU 271 | Educational Technology | 2 | 2 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

| EDU 275 | Effective Teach Train | 2 | 0 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

| EDU 280 | LANGUAGE & LITERACY EXPERIENCES | 3 | 0 | 0 |

Prerequisites: None
Corequisites: None

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication . Topics include selection of literature and other media, the

integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. *This course is also available through the Virtual Learning Community (VLC).*

EDU 285	INTERNSHIP EXP-SCHOOL AGE	1	0	0	1

Prerequisites: ENG 111
Corequisites: COE 121 or COE 122

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program*

ENGLISH AS A FOREIGN LANGUAGE

EFL 071	READING I	5	0	0	5

Prerequisites: None
Corequisites: None

This course is designed to help those literacy skills achieve reading fluency in English at the beginning level. Emphasis is placed on basic academic and cultural vocabulary and reading strategies which include self-monitoring, and recognizing organizational styles and context clues. Upon completion, students should be able to use these strategies to read and comprehend basic academic, narrative, and expository texts. This course is intended for non-native speakers of English.

EFL 072	READING II	5	0	0	5

Prerequisites: EFL 071 *or appropriate placement test score*
Corequisites: None

This course provides preparation in academic and general purpose reading in order to achieve reading fluency at the low-intermediate level. Emphasis is placed on expanding academic and cultural vocabulary and developing effective reading strategies to improve comprehension and speed. Upon completion, students should be able to read and comprehend narrative and expository texts at the low-intermediate instructional level. This course is intended for non-native speakers of English.

	Class	Lab	Clin/ WExp	Credit Hours

EFL 073   READING III   5   0   0   5
Prerequisites: EFL 072 *or appropriate placement test score*
Corequisites: None

This course is designed to develop fundamental reading and study strategies at the intermediate level needed for curriculum programs. Emphasis is placed on building vocabulary and cultural knowledge, improving comprehension, and developing study strategies on basic-level college materials and literary works. Upon completion, students should be able to read and comprehend narrative and expository texts at the intermediate instructional level. This course is intended for non-native speakers of English.

EFL 074   READING IV   5   0   0   5
Prerequisites: EFL 073 *or appropriate placement test score*
Corequisites: None

This course is designed to enhance the academic reading skills for successful reading ability as required in college-level courses. Emphasis is placed on strategies for effective reading and the utilization of these strategies to improve comprehension, analytical skills, recall, and overall reading speed. Upon completion, students should be able to comprehend, synthesize, and critique multi-disciplinary college-level reading/textbook materials. This course is intended for non-native speakers of English.

EFL 091   COMPOSITION I   5   0   0   5
Prerequisites: None
Corequisites: None

This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions. This course is intended for non-native speakers of English.

EFL 092   COMPOSITION II   5   0   0   5
Prerequisites: EFL 091 *or appropriate placement test score*
Corequisites: None

This course provides preparation in low-intermediate academic and general-purpose writing. Emphasis is placed on writing as a process, paragraph development, and basic essay organization. Upon completion, students should be able to write and independently edit and use the major elements of the writing process, sentence, paragraph, and essay. This course is intended for non-native speakers of English.

EFL 093 COMPOSITION III	5	0	0	5

Prerequisites: EFL 092 *or appropriate placement test score*
Corequisites: None

This course covers intermediate-level academic and general-purpose writing. Emphasis is placed on the writing process, content, organization, and language use in formal academic compositions in differing rhetorical modes. Upon completion, students should be able to effectively use the writing process in a variety of rhetorical modes. This course is intended for non-native speakers of English.

EFL 094 COMPOSITION IV	5	0	0	5

Prerequisites: EFL 093 *or appropriate placement test score*
Corequisites: None

This course prepares low-advanced non-native speakers of English to determine the purpose of their writing and to write paragraphs and essays to fulfill that purpose. Emphasis is placed on unity, coherence, completeness, audience, the writing process, and the grammatical forms and punctuation appropriate for each kind of writing. Upon completion, students should be able to write unified, coherent, and complete paragraphs and essays which are grammatical and appropriate for the intended audience. This course is intended for non-native speakers of English.

ENGINEERING

EGR 110 Intro to Engineering Tech	1	2	0	2

Prerequisites: None
Corequisites: None

This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals.

EGR 131 INTRO TO ELECTRONICS TECH.	1	2	0	2

Prerequisites: None
Corequisites: None

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

	Class	Lab	Clin/ WExp	Credit Hours
EGR 285 DESIGN PROJECT	0	4	0	2

Prerequisites: None
Corequisites: None

This course provides the opportunity to design and construct an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate operational projects.

ELECTRICITY

	Class	Lab	Clin/ WExp	Credit Hours
ELC 111 INTRODUCTION TO ELECTRICITY	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

	Class	Lab	Clin/ WExp	Credit Hours
ELC 112 DC/AC ELECTRICITY	3	6	0	5

Prerequisite: None
Corequisite: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

	Class	Lab	Clin/ WExp	Credit Hours
ELC 113 BASIC WIRING I	2	6	0	4

Prerequisite: None
Corequisite: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

	Class	Lab	Clin/ WExp	Credit Hours
ELC 114 BASIC WIRING II	2	6	0	4

Prerequisite: ELC 113
Corequisite: None

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115 INDUSTRIAL WIRING	2	6	0	4

Prerequisite: None
Corequisite: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 MOTORS AND CONTROLS	2	6	0	4

Prerequisite: ELC 111, ELC 112 or ELC 131
Corequisite: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contractors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118 NATIONAL ELECTRICAL CODE	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119 NEC Calculations	1	2	0	2

Prerequisites: None
Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 121 ELECTRICAL ESTIMATING	1	2	0	2

Prerequisite: ELC 113
Corequisite: None

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

	Class	Lab	Clin/ WExp	Credit Hours

ELC 125   DIAGRAMS AND SCHEMATICS   1   2   0   2
Prerequisite: None
Corequisite: None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 128   INTRODUCTION TO PLC   2   3   0   3
Prerequisite: None
Corequisite: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. *This course is also available through the Virtual Learning Community (VLC).*

ELC 131   DC/AC CIRCUIT ANALYSIS   4   3   0   5
Prerequisite: None
Corequisite: MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 140   FUNDAMENTALS OF DC/AC
**   CIRCUITS**   5   6   0   7
Prerequisite: None
Corequisite: None

This course covers the principles of DC/AC circuit analysis as applied to electronics. Topics include atomic theory, circuit analysis, components, test equipment, troubleshooting techniques, schematics, diagrams, and other related topics. Upon completion, students should be able to interpret, construct, verify, analyze, and troubleshoot DC/AC circuits in a safe manner.

ELC 213   INSTRUMENTATION   3   2   0   4
Prerequisite: ELC 111, ELC 112, or ELC 131
Corequisite: None

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and pneumatic instruments. Upon completion, students should be able to design, install, maintain, and calibrate instrumentation.

	Class	Lab	Clin/ WExp	Credit Hours
ELC 228 PLC APPLICATIONS	2	6	0	4

ELC 228   PLC APPLICATIONS
Prerequisite: ELC 128
Corequisite: None

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

ELECTRONICS

ELN 131   ELECTRONIC DEVICES   3   3   0   4
Prerequisite: None
Corequisite: ELC 112, ELC 131, or ELC 140

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132   LINEAR IC APPLICATIONS   3   3   0   4
Prerequisite: ELN 131 or BMT 113
Corequisite: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133   DIGITAL ELECTRONICS   3   3   0   4
Prerequisite: None
Corequisite: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. *This course is also available through the Virtual Learning Community (VLC).*

| ELN 140 | SEMICONDUCTOR DEVICES | 4 | 6 | 0 | 6 |

Prerequisite: None
Corequisite: None

This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors, linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.

| ELN 141 | DIGITAL FUNDAMENTALS | 4 | 6 | 0 | 6 |

Prerequisite: None
Corequisite: None

This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.

| ELN 143 | TELEVISION SERVICING | 4 | 6 | 0 | 6 |

Prerequisites: ELN 140
Corequisites: None

This course provides a detailed study of the operation and repair of television receiver systems. Topics include operation, alignment, and repair of television receiver systems. Upon completion, students should be able to troubleshoot, maintain, and repair television receiver systems.

| ELN 154 | INTRO TO DATA COMM | 2 | 3 | 0 | 3 |

Prerequisites: ELN 133
Corequisites: None

This course introduces the principal elements and theory (analog and digital techniques) of data communication systems and how they are integrated as a complete network. Topics include an overview of data communication, OSI model, transmission modes, serial and parallel interfaces, applications of ICs, protocols, network configurations, modems, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems and high speed networks

| ELN 229 | INDUSTRIAL ELECTRONICS | 2 | 4 | 0 | 4 |

Prerequisite: ELC 112, ELC 131, or ELC 140
Corequisite: None

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

	Class	Lab	Clin/ WExp	Credit Hours

ELN 231   INDUSTRIAL CONTROLS   2   3   0   3
Prerequisite: ELC 112, ELC 131, or ELC 140
Corequisite: None

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232   INTRODUCTION TO
            MICROPROCESSORS   3   3   0   4
Prerequisite: ELN 133
Corequisite: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234   COMMUNICATION SYSTEMS   3   3   0   4
Prerequisite: ELN 132 or ELN 140
Corequisite: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 236   FIBER OPTICS AND LASERS   3   2   0   4
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

			Clin/	Credit
	Class	**Lab**	**WExp**	**Hours**

ELN 240   MICROPROCESSOR FUND   3   3   0   4
Prerequisites: ELN 141
Corequisites: None

This course introduces microprocessor architecture and microcomputer systems. Topics include use of technical documentation, bus architecture, I/O and memory systems, and other related topics. Upon completion, students should be able to analyze and troubleshoot basic microprocessor circuits.

ELN 242   AUDIO SERVICING   2   3   0   3
Prerequisite: ELC 140
Corequisite: ELN 140

This course covers the installation, maintenance, troubleshooting, and repair of consumer audio equipment. Topics include the theory, operation, and maintenance of audio equipment. Upon completion, students should be able to maintain, troubleshoot, and repair consumer audio equipment.

ELN 243   COMMUNICATION ELECTRONICS   2   3   0   3
Prerequisite: ELC 140
Corequisite: ELN 140

This course covers the installation, maintenance, troubleshooting, and repair of electronic communications equipment. Topics include the theory, operation, and maintenance of electronic communications equipment. Upon completion, students should be able to maintain, troubleshoot, and repair electronic communications equipment.

ELN 247   ELECTRONIC APP PROJECT   1   3   0   2
Prerequisites: ELN 140 or ELN 131
Corequisites: None

This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

ELN 254   ADV DATA COMMUNICATION   2   3   0   3
Prerequisites: ELN 154
Corequisites: None

This course covers advanced concepts associated with data communications. Topics include high speed networks, hardware, cabling, protocols as related to the OSI model, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with advanced data communication systems and high speed networks

	Class	Lab	Clin/WExp	Credit Hours
ELN 275 TROUBLESHOOTING	1	2	0	2

ELN 275   TROUBLESHOOTING
Prerequisite: None
Corequisite: ELN 133 or ELN 141

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENGLISH

	Class	Lab	Clin/WExp	Credit Hours
ENG 060 SPEAKING ENGLISH WELL	2	0	0	2

ENG 060   SPEAKING ENGLISH WELL
Prerequisites: None
Corequisites: None

This course is designed to improve oral communication skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to speak appropriately in a variety of situations. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 075   READING AND LANGUAGE ESSENTIALS   5   0   0   5
Prerequisite: None
Corequisite: None
Local Coreq: ENG 075A

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences.

ENG 075A   READING AND LANGUAGE ESSENTIALS LAB   0   2   0   1
Prerequisite: None
Corequisite: ENG 075

This laboratory provides the opportunity to practice the skills introduced in ENG 075. Emphasis is placed on practical skills for increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to apply those skills in the production of grammatically and syntactically correct sentences.

	Class	Lab	Clin/ WExp	Credit Hours
ENG 085 READING AND WRITING FOUNDATIONS	5	0	0	5

Prerequisite: ENG 070 and RED 070 or ENG 075 *or appropriate placement test score*
Corequisite: None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. This course integrates ENG 080 and RED 080.

	Class	Lab	Clin/ WExp	Credit Hours
ENG 085A READING AND WRITING FOUNDATIONS LAB	0	2	0	1

Prerequisite: ENG 070 and RED 070 or ENG 075 *or appropriate placement test score*
Corequisite: ENG 085

This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.

	Class	Lab	Clin/ WExp	Credit Hours
ENG 095 READING AND COMPOSITION STRATEGIES	5	0	0	5

Prerequisite: ENG 080 and RED 080 or ENG 085 *or appropriate placement test score*
Corequisite: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

	Class	Lab	Clin/ WExp	Credit Hours
ENG 095A READING AND COMPOSITION STRATEGIES LAB	0	2	0	1

Prerequisite: ENG 080 and RED 080 or ENG 085 *or appropriate placement test score*
Corequisite: ENG 095

This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.

			Clin/	Credit
	Class	Lab	WExp	Hours

ENG 102   APPLIED COMMUNICATIONS II   3   0   0   3
Prerequisite: None
Corequisite: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

ENG 111   EXPOSITORY WRITING   3   0   0   3
Prerequisite: ENG 090 and RED 090 or ENG 095 *or appropriate placement test score*
Corequisite: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 112   ARGUMENT-BASED RESEARCH   3   0   0   3
Prerequisite: ENG 111
Corequisite: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113   LITERATURE-BASED RESEARCH   3   0   0   3
Prerequisite: ENG 111
Corequisite: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy*

the Comprehensive Articulation Agreement general education core requirement in English composition.

| ENG 114 | PROFESSIONAL RESEARCH AND REPORTING | 3 | 0 | 0 | 3 |

Prerequisite: ENG 111
Corequisite: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

| ENG 125 | Creative Writing I | 3 | 0 | 0 | 3 |

Prerequisites: ENG 111
Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| ENG 126 | Creative Writing II | 3 | 0 | 0 | 3 |

Prerequisites: ENG 125
Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

| ENG 131 | INTRODUCTION TO LITERATURE | 3 | 0 | 0 | 3 |

Prerequisite: ENG 111
Corequisite: ENG 112 or ENG 113 or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours

ENG 231　　AMERICAN LITERATURE I　　3　0　0　3
Prerequisite: ENG 112, ENG 113, or ENG 114
Corequisite: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232　　AMERICAN LITERATURE II　　3　0　0　3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive course.*

ENG 233　　MAJOR AMERICAN WRITERS　　3　0　0　3
Prerequisite: ENG 112, ENG 113, or ENG 114
Corequisite: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241　　BRITISH LITERATURE I　　3　0　0　3
Prerequisite: ENG 112 or ENG 113, or ENG 114
Corequisite: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

	Class	Lab	Clin/ WExp	Credit Hours

ENG 242　　BRITISH LITERATURE II　　　　3　　0　　0　　3
Prerequisite:　ENG 112 or ENG 113 or ENG 114
Corequisite:　None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive course.*

ENG 243　　MAJOR BRITISH WRITERS　　　3　　0　　0　　3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 253　　THE BIBLE AS LITERATURE　　　3　　0　　0　　3
Prerequisite:　ENG 112 or ENG 113 or ENG 114
Corequisite:　None

This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible's literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identity and analyze selected books and passages using appropriate literary conventions. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 261　　WORLD LITERATURE I　　　　3　　0　　0　　3
Prerequisite:　ENG 112 or ENG 113, or ENG 114
Corequisite:　None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours

ENG 262   WORLD LITERATURE II   3   0   0   3
Prerequisite: ENG 112 or ENG 113, or ENG 114
Corequisite: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 273   AFRICAN-AMERICAN LITERATURE   3   0   0   3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

FRENCH

FRE 111   ELEMENTARY FRENCH I   3   0   0   3
Prerequisite None
Corequisite None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112   ELEMENTARY FRENCH II   3   0   0   3
Prerequisite FRE 111
Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural

awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 161	CULTURAL IMMERSION	2	3	0	3

Prerequisite   FRE 111
Corequisites   None

This course explores Francophone culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate an understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement*

FRE 211	Intermediate French I	3	0	0	3

Prerequisites: FRE 112
Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212	Intermediate French II	3	0	0	3

Prerequisites: FRE 211
Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GEOLOGY

GEL 120	Physical Geology	3	2	0	4

Prerequisites None
Corequisites: None

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and

	Class	Lab	Clin/ WExp	Credit Hours

formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEOGRAPHY

GEO 110	Introduction to Geography	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

GEO 111	WORLD REGIONAL GEOGRAPHY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

GRAPHIC DESIGN

GRD 110	TYPOGRAPHY I	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

	Class	Lab	Clin/ WExp	Credit Hours

GRD 111   TYPOGRAPHY II   2   2   0   3
Prerequisites: GRD 110
Corequisites: None

This course is a continuation of GRD 110. Emphasis is placed on solving challenging typographic problems. Upon completion, students should be able to understand and demonstrate advanced typographic applications.

GRD 131   ILLUSTRATION I   1   3   0   2
Prerequisite: ART 131 or DES 125, or GRD 121
Corequisite: None

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

GRD 141   GRAPHIC DESIGN I   2   4   0   4
Prerequisite: None
Corequisite: None

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 142   GRAPHIC DESIGN II   2   4   0   4
Prerequisite: ART 121 or DES 135, or GRD 141
Corequisite: None

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 151   COMPUTER DESIGN BASICS   1   4   0   3
Prerequisite: None
Corequisite: None

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

	Class	Lab	Clin/ WExp	Credit Hours
GRD 152 COMPUTER DESIGN TECHNIQUES I	1	4	0	3

Prerequisite: GRD 151
Corequisite: None

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

	Class	Lab	Clin/ WExp	Credit Hours
GRD 156 COMPUTER DESIGN APPS I	0	3	0	1

Prerequisites: None
Corequisites: GRD 151

This course is designed to provide additional hands-on training with computer software applications. Emphasis is placed on utilizing various computer applications to create and develop simple graphic designs. Upon completion, students should be able to use the computer as a creative tool.

	Class	Lab	Clin/ WExp	Credit Hours
GRD 160 PHOTOGRAPHY FUNDAMENTALS I	1	4	0	3

Prerequisite: None
Corequisite: None

This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.

	Class	Lab	Clin/ WExp	Credit Hours
GRD 161 Photo Fundamentals II	1	4	0	3

Prerequisites: GRD 160
Corequisites: None

This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints.

	Class	Lab	Clin/ WExp	Credit Hours
GRD 241 GRAPHIC DESIGN III	2	4	0	4

Prerequisite: DES 136 or GRD 142
Corequisite: None

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

			Clin/	Credit
	Class	Lab	WExp	Hours

GRD 242   GRAPHIC DESIGN IV   2   4   0   4
Prerequisite: GRD 241
Corequisite: None

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 265   DIGITAL PRINT PRODUCTION   1   4   0   3
Prerequisites: GRD 152 or GRA 151
Corequisites: None

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.

GRD 271   Multimedia Design I   1   3   0   2
Prerequisites: GRD 151 or GRA 151
Corequisites: None

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

GRD 272   Multimedia Design II   1   3   0   2
Prerequisites: GRD 271
Corequisites: None

This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.

GRD 280   PORTFOLIO DESIGN   2   4   0   4
Prerequisites: GRA 152 or GRD 142 and GRD 152
Local Prereq: GRD 151 and GRD 242
Corequisite: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GERONTOLOGY

| GRO 120 | GERONTOLOGY | 3 | 0 | 0 | 3 |

Prerequisite: PSY 150 *and permission of instructor*
Corequisite: None

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

HEALTH CARE TECHNOLOGY

| HCT 101 | HEALTH CARE TECHNOLOGY | 6 | 2 | 6 | 9 |

Prerequisite: None
Corequisite: None

This course covers the basic skills necessary for employment as a multi-skilled health care worker. Topics include skills necessary for listing as a Nursing Assistant II, basic clerical and dietary functions, communication, medical terminology, and quality control principles. Upon completion, students should be able to perform a variety of skills and assist licensed health care providers.

| HCT 102 | BASIC PHLEBOTOMY AND EKG | 1 | 2 | 3 | 3 |

Prerequisite: None
Corequisite: HCT 101

This course covers the basic skills necessary for performing venipuncture, drawing blood specimens, and performing basic 12-lead electrocardiograms. Topics include venipuncture and finger stick techniques, requirements for common specimen collection, and obtaining as 12-lead EKG. Upon completion, students should be able to perform phlebotomy and EKG skills.

HEALTH

| HEA 110 | PERSONAL HEALTH/WELLNESS | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours

HISTORY

HIS 111　　WORLD CIVILIZATIONS I　　3　　0　　0　　3
Prerequisite:　None
Local Prereq:　ENG 095 or appropriate test score
Corequisite:　None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112　　WORLD CIVILIZATIONS II　　3　　0　　0　　3
Prerequisite:　None
Local Prereq:　ENG 095 or appropriate test score
Corequisite:　None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 115　　INTRODUCTION TO GLOBAL HISTORY　　3　　0　　0　　3
Prerequisite:　None
Local Prereq:　ENG 111
Corequisite:　None

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

HIS 121　　WESTERN CIVILIZATION I　　3　　0　　0　　3
Prerequisites: None
Local Prereq:　ENG 095 or appropriate test score
Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political,

socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 WESTERN CIVILIZATION II	3	0	0	3

Prerequisites: None
Local Prereq: ENG 095 or appropriate test score
Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 AMERICAN HISTORY I	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 AMERICAN HISTORY II	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 162 WOMEN AND HISTORY	3	0	0	3

Prerequisites: None
Local Prereq: ENG 095 or appropriate test score
Corequisites: None

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 221	AFRICAN-AMERICAN HISTORY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HEALTH INFORMATION TECHNOLOGY

HIT 110	HEALTH INFORMATION ORIENTATION	2	0	0	2

Prerequisite: None
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor

This course introduces health information management and its role in health care delivery systems. Emphasis is placed on the role and responsibilities of health information professionals in a variety of settings. Upon completion, students should be able to demonstrate an understanding of health information management and health care organizations, professions, and trends.

HIT 112	HEALTH LAW AND ETHICS	3	0	0	3

Prerequisites: None
Corequisite: None
Local Prereq: HIT 110 with minimum grade of C or permission of instructor

This course covers the impact of legal issues on health information management and provides an overview of the judicial system and legislative process. Topics include confidentiality, release of information, record retention, authentication, informed consent, subpoenaed information, security of computerized health information, liability, and legislative trends. Upon completion, students should be able to respond appropriately to requests for health information.

	Class	Lab	Clin/ WExp	Credit Hours

HIT 114   RECORD SYSTEMS/STANDARDS   2   3   0   3
Prerequisite: None
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor
Local Coreq: HIT 110

This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include health record content, qualitative analysis, format, record control, storage, retention, forms design/control, indices and registers, and numbering and filing systems. Upon completion, students should be able to demonstrate an understanding of health record systems, including their maintenance and control.

HIT 122   DIRECTED PRACTICE I   0   0   3   1
Prerequisite: None
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor
Local Coreq: HIT 110, HIT 114

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 210   HEALTH CARE STATISTICS   3   2   0   4
Prerequisites: MAT 110 or MAT 140 *with a minimum grade of "C"*
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor. HIT 110,
               HIT 114 each with minimum grade of C.

This course covers maintenance, compilation, analysis, and presentation of health care statistics. Topics include basic statistical principles, morbidity and mortality, commonly computed hospital rates, uniform reporting requirements, and selection and construction of data displays. Upon completion, students should be able to calculate morbidity, mortality, and commonly computed hospital rates; comply with inform reporting requirements; and analyze/present statistical data.

HIT 212   CODING/CLASSIFICATION I   3   3   0   4
Prerequisites: None
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor. HIT 110,
               HIT 114, BIO 168, BIO 169, MED 121, MED 122 each with
               minimum grade of C.
Local Coreq: HIT 226

This course is the first of a two-course sequence which provides a foundation in coding and classification systems in a variety of health care settings. Emphasis is placed on ICD-9-CM coding conventions, rules, methodology and sequencing, data sets, documentation requirements, information indexing and retrieval,

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quality control, and coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM.

HIT 214	CODING/CLASSIFICATION II	3	3	0	4

Prerequisite: HIT 212 *with a minimum grade of "C"*
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor. HIT 212 with minimum grade of C.

This course is the second of a two-course sequence which continues the study of coding and classification systems in a variety of health care settings. Topics include classification and coding systems emphasizing ICD-9-CM, HCPCS/CPT-4, reimbursement/billing systems, encoders/groupers, case mix management, and coding's relationship to managed care. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM and HCPCS/CPT-4 codes and apply systems to optimize reimbursement.

HIT 216	QUALITY MANAGEMENT	2	2	0	3

Prerequisite: None
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor. HIT 110, HIT 114 each with minimum grade of C.

This course introduces principles of quality improvement, utilization management, and risk management in health care. Topics include the continuous quality improvement philosophy, including tools, data analysis/application, and related committee functions; utilization management and risk management; and credentialing, accreditation and regulation. Upon completion, students should be able to apply performance improvement techniques, analyze/display data, apply level of care criteria, and participate in risk management activities.

HIT 218	MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor. HIT 110, HIT 112, HIT 114, HIT 210, HIT 216, HIT 220, each with minimum grade of C.

This course covers management and supervision principles as applied to health care settings. Emphasis is placed on problem-solving and communication skills related to planning, organization, directing, controlling, and budgeting. Upon completion, students should be able to apply management and supervision principles to health care settings.

	Class	Lab	Clin/ WExp	Credit Hours
HIT 220 COMPUTERS IN HEALTH CARE	1	2	0	2

Prerequisites: CIS 110 or CIS 111 *with a minimum grade of "C"*
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor. HIT 110,
               HIT 114 each with minimum grade of C.

This course covers basic computer system architecture, file structure, and design for health care settings. Topics include system analysis, design, security, and selection for a variety of hardware environments. Upon completion, students should be able to design, implement, evaluate, and maintain automated information systems in health care.

There is a $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours
HIT 222 DIRECTED PRACTICE III	0	0	6	2

Prerequisite: None
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor. HIT 110,
               HIT 112, HIT 114, HIT122,, each with minimum grade of C.
Local Coreq: HIT 212

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

	Class	Lab	Clin/ WExp	Credit Hours
HIT 224 DIRECTED PRACTICE IV	1	0	6	3

Prerequisite: None
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor. HIT 110,
               HIT 112, HIT 114, HIT 122, HIT 210, HIT 212, HIT 216, HIT 220,
               HIT 222, HIT 226 each with minimum grade of C.
Local Coreq: HIT 214, HIT 218

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

	Class	Lab	Clin/ WExp	Credit Hours
HIT 226 PRINCIPLES OF DISEASE	3	0	0	3

Prerequisites: BIO 166 or BIO 169 *each with a minimum grade of "C"*
Corequisite: None
Local Prereq: Acceptance in HIT program or permission of instructor. BIO 165
               and BIO 166 or BIO 168 and BIO 169 each with minimum grade
               of C.
Local Coreq: HIT 212

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and

principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 280	PROFESSIONAL ISSUES	2	0	0	2

Prerequisites: HIT 212, 216 *each with a minimum grade of "C"*
Corequisite: HIT 214
Local Prereq: Acceptance in HIT program or permission of instructor. HIT 110,
               HIT 112, HIT 114, HIT 122, HIT 210, HIT 212, HIT 216, HIT 220,
               HIT 222, HIT 226 each with minimum grade of C.
Local Coreq: HIT 214, HIT 218, HIT 222

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains, tasks, and subtasks for health information technologies.

HEALTHCARE MANAGEMENT

HMT 110	INTRODUCTION TO HEALTHCARE MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

HMT 210	MEDICAL INSURANCE	3	0	0	3

Prerequisite: MED 122 or OST 142
Corequisite: None

This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.

HMT 211	LONG-TERM CARE ADMINISTRATION	3	0	0	3

Prerequisite: HMT 110
Corequisite: None

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home healthcare, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care.

		Class	Lab	Clin/ WExp	Credit Hours
HMT 212	MGT OF HEALTHCARE ORG	3	0	0	3

Prerequisites: HMT 110
Corequisites: None

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

		Class	Lab	Clin/ WExp	Credit Hours
HMT 220	HEALTHCARE FINANCIAL MANAGEMENT	4	0	0	4

Prerequisites: HMT 110 and ACC 121
Corequisite: None

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

HEALTH SCIENCES

		Class	Lab	Clin/ WExp	Credit Hours
HSC 110	ORIENTATION TO HEALTH CAREERS	1	0	0	1

Prerequisite: None
Corequisite: None

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

		Class	Lab	Clin/ WExp	Credit Hours
HSC 120	CPR	0	2	0	1

Prerequisite: None
Corequisite: None

This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.

		Class	Lab	Clin/ WExp	Credit Hours
HSC 130	LIFESTYLES TRAINER	1	4	0	3

Prerequisite: None
Corequisite: None

This course covers the skills necessary to become a health lifestyles trainer. Emphasis is placed on the utilization of service learning as a way of changing

students' health-related behaviors. Upon completion, students should be able to teach healthier lifestyles to others.

HUMAN SERVICES

		Class	Lab	Clin/WExp	Credit Hours
HSE 110	INRODUCTION TO HUMAN SERVICES	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

		Class	Lab	Clin/WExp	Credit Hours
HSE 112	GROUP PROCESS I	1	2	0	2

Prerequisite: None
Local Prereq: Enrollment in the HSE program or permission of instructor
Corequisite: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

		Class	Lab	Clin/WExp	Credit Hours
HSE 123	INTERVIEWING TECHNIQUES	2	2	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisite: None
Local Coreq: ENG 114

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

		Class	Lab	Clin/WExp	Credit Hours
HSE 125	COUNSELING	2	2	0	3

Prerequisite: PSY 150
Corequisite: None
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

			Clin/	Credit
	Class	Lab	WExp	Hours

HSE 130   CHANGE AGENTRY LAB I   0   2   0   1
Prerequisites: HSE 112
Corequisites: None

This course provides a supervised, off-campus, three-day human relations training lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

HSE 135   ORIENTATION LAB I   0   2   0   1
Prerequisite: None
Local Prereq: Enrollment in the HSE program
Corequisite: None

This course is designed to promote professional, program, and personal identification with the human services field. Emphasis is placed on interpersonal communication, verbal and non-verbal interactions, and team building. Upon completion, students should be able to identify with the human services profession and demonstrate basic team-building skills.

HSE 160   HSE CLINICAL SUPERVISION I   1   0   0   1
Prerequisite: None
Local Prereq: Permission of instructor; Enrollment in HSE program, GPA 2.00
Corequisite: HSE 161 or HSE 162 or HSE 163 or HSE 164

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 163   HSE CLINICAL EXPERIENCE I   0   0   9   3
Prerequisites: Successful completion of 12 SHC in the HSE program, permission
               of instructor, GPA 2.00
Corequisite: HSE 160

This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 210 HUMAN SERVICES ISSUES 2 0 0 2

Prerequisite: None
Local Prereq: Successful completion of 12 SHC in the HSE program
Corequisite: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 212 GROUP PROCESS II 1 2 0 2

Prerequisites: HSE 112, *permission of instructor*
Corequisite: None

This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others.

HSE 215 HEALTH CARE 3 2 3 5

Prerequisite: None
Local Prereq: Enrollment in the HSE program, BIO 161
Corequisite: None

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patient's rights, legal and ethical responsibilities, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, medical terminology, and mental health. Upon completion, students should be able to demonstrate the skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide Registry.

HSE 225 CRISIS INTERVENTION 3 0 0 3

Prerequisite: None
Corequisite: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

	Class	Lab	Clin/ WExp	Credit Hours

HSE 230   CHANGE AGENTRY LAB II   0   2   0   1
Prerequisites: HSE 112, *permission of instructor*
Corequisite: None

This course provides a second supervised, off-campus, three-day human relations training lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

HSE 235   ORIENTATION LAB II   0   2   0   1
Prerequisite: HSE 135 *Enrollment in the HSE program*
Corequisite: None

This course is a continuation of HSE 135. Emphasis is placed on enhancing professional identify with the field of human services and strengthening team-building skills. Upon completion, students should be able to continue personal awareness of values, lifestyles, career plans, and decisions that have an impact on human services professionals.

HSE 251   ACTIVITIES THERAPY   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational therapy. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals.

HSE 255   HEALTH PROB & PREVENT   2   2   0   3
Prerequisites: None
Corequisites: None

This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

HSE 260   HSE CLINICAL SUPERVISION II   1   0   0   1
Prerequisites:None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission
               of instructor, GPA 2.00
Corequisite: HSE 261, HSE 262, HSE 263 or HSE 264

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion,

students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 264	HSE CLINICAL EXPERIENCE II	0	0	12	4

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 260

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 270	HSE CLINICAL SUPERVISION III	1	0	0	1

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 271, HSE 272, HSE 273, or HSE 274

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 272	HSE CLINICAL EXPERIENCE III	0	0	6	2

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 270

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HEALTH UNIT COORDINATOR

HUC 101	HEALTH UNIT COORDINATOR THEORY AND PRACTICE	8	8	0	12

Prerequisite: None
Corequisite: None

This course introduces a variety of clerical duties within a hospital setting. Emphasis is placed on clerical, computer, and receptionist duties for the nursing units; maintenance of consistent patient medical records; and

inter/intradepartmental communication. Upon completion, students should be able to perform patient and unit support services in a patient care environment.

HUMANITIES

		Class	Lab	Clin/ WExp	Credit Hours
HUM 110	TECHNOLOGY AND SOCIETY	3	0	0	3

Prerequisite: None
Corequisite: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 115	CRITICAL THINKING	3	0	0	3

Prerequisites: ENG 095 or RED 090 and ENG 090
Corequisites: None
Local Prereq.: ENG 111
Local Coreq.: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).*

HUM 120	CULTURAL STUDIES	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 130	MYTH IN HUMAN CULTURE	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

| HUM 140 | HISTORY OF ARCHITECTURE | 3 | 0 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

| HUM 160 | INTRODUCTION TO FILM | 2 | 2 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

| HUM 211 | HUMANITIES I | 3 | 0 | 0 | 3 |

Prerequisites: ENG 111
Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

| HUM 212 | HUMANITIES II | 3 | 0 | 0 | 3 |

Prerequisites: ENG 111
Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HYDRAULICS

		Class	Lab	Clin/WExp	Credit Hours
HYD 110	HYDRAULICS/PNEUMATICS I	2	3	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INTERNATIONAL BUSINESS

		Class	Lab	Clin/WExp	Credit Hours
INT 110	International Business	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business. *This course is also available through the Virtual Learning Community.*

		Class	Lab	Clin/WExp	Credit Hours
INT 210	International Trade	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace. *This course is a unique concentration requirement of the International Business concentration in the Business Administration program.*

INT 220 International Economics	3	0	0	3

Prerequisites: ECO 151 or ECO 251 or ECO 252
Corequisites: None

This course introduces the forces and criteria for the development of a new international economic order. Emphasis is placed on balance of payments, foreign exchange rates and their determination, International Monetary System, and arguments for and against free trade and protectionism. Upon completion, students should be able to describe economic principles and concepts of international trade. *This course is a unique concentration requirement of the International Business concentration in the Business Administration program.*

INT 230 International Law	3	0	0	3

Prerequisites: BUS 115
Corequisites: None

This course is designed to develop an understanding of the different theories on international law and their effect on international trade. Emphasis is placed on concepts of contracts, international transactions, major organizations in international trade, establishment of treaties, economic areas, and US laws affecting international trade. Upon completion, students should be able to apply theories and concepts to international trade and transactions. *This course is a unique concentration requirement of the International Business concentration in the Business Administration program.*

INDUSTRIAL SCIENCE

ISC 112 INDUSTRIAL SAFETY	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. *This course is also available through the Virtual Learning Community (VLC).*

ISC 115 CONSTRUCTION SAFETY	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

			Clin/	Credit
	Class	**Lab**	**WExp**	**Hours**

ISC 132   MANUFACTURING QUALITY CONTROL   2   3   0   3
Prerequisite: None
Corequisite: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

ISC 133   MANUFACTURING MANAGEMENT
             PRACTICES   2   0   0   2
Prerequisite: None
Corequisite: None

This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.

ISC 135   PRINCIPLES OF INDUSTRIAL
             MANAGEMENT   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 136   PRODUCTIVITY ANALYSIS I   2   3   0   3
Prerequisite: None
Corequisite: None

This course covers methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques.

ISC 140   DETAILED SCHED AND PLANNING   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources

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necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.

ISC 141	EXECUTION AND CONTROL OF OP	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers a broad base of production operations in a wide variety of production environments. Emphasis is placed on the principles, approaches, and techniques needed to schedule, control, measure, and evaluate the effectiveness of production operations. Upon completion, students should be able to demonstrate an understanding of production activity control and be prepared for the APICS CPIM examination.

ISC 142	INVENTORY MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: ISC 140

This course covers the principles, concepts, and techniques of managing inventory. Emphasis is placed on determining what to order, quantities to order, when items are needed, when to order, and how and where to store. Upon completion, students should be able to demonstrate an understanding of the process of inventory management and be prepared for the APICS CPIM examination.

ISC 216	WORK MEASUREMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the techniques of work simplification, job method improvement, and sampling using the various charts and methods of evaluations to determine utilization. Emphasis is placed on the development of effective work methods and the charting of methods to improve output. Upon completion, students should be able to demonstrate the use of various charts and studies to indicate levels or changes in levels of performance.

ISC 221	STATISTICAL QUALITY CONTROL	3	0	0	3

Prerequisite: Completion of curriculum mathematics requirement
Corequisite: None

This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

	Class	Lab	Clin/ WExp	Credit Hours
ISC 233 INDUSTRIAL ORG. & MGMT.	3	0	0	3

Prerequisite: ISC 128 or ISC 133
Corequisite: None

This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.

INTERNET TECHNOLOGIES

	Class	Lab	Clin/ WExp	Credit Hours
ITN 110 Intro to Web Graphics	2	2	0	3

Prerequisites: None
Corequisites: None

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

There is a $7.50 lab fee for this course

	Class	Lab	Clin/ WExp	Credit Hours
ITN 120 INTRO INTERNET MULTIMEDIA	2	2	0	3

Prerequisites: None
Local Prereqs: CIS 172
Corequisites: None

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

There is a $7.50 lab fee for this course

	Class	Lab	Clin/ WExp	Credit Hours
ITN 130 WEB SITE MANAGEMENT	2	2	0	3

Prerequisites: None
Corequisites: None

This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for

navigation and ease of maintenance. *This course is also available through the Virtual Learning Community (VLC).*

There is a $7.50 lab fee for this course

ITN 140	WEB DEVELOPMENT TOOLS	2	2	0	3

Prerequisites: None
Local Prereqs: CIS 172
Corequisites: None

This course provides an introduction to web development software suites. Topics include the crreation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

There is a $7.50 lab fee for this course

ITN 150	INTERNET PROTOCOLS	2	2	0	3

Prerequisites: None
Local Prereqs: CIS 172, NET 110
Corequisites: None

This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols. *This course is also available through the Virtual Learning Community (VLC).*

There is a $7.50 lab fee for this course

ITN 160	PRINCIPLES OF WEB DESIGN	2	2	0	3

Prerequisites: None
Local Prereq: By permission of Internet Technologies coordinator only
Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages. *This course is also available through the Virtual Learning Community (VLC).*

There is a $7.50 lab fee for this course

ITN 170	INTRO TO INTERNET DATABASE	2	2	0	3

Prerequisites: None
Local Prereqs: CIS 152, CSC 160
Corequisites: None

This is the first of two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet databases, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.

There is a $7.50 lab fee for this course

ITN 180	ACTIVE SERVER PROGRAMMING	2	2	0	3

Prerequisites: None
Local Prereq: CSC 160
Corequisites: None

This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

There is a $7.50 lab fee for this course

ITN 220	ADV INTERNET MULTIMEDIA	2	2	0	3

Prerequisites: ITN 120
Corequisites: None

This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations

There is a $7.50 lab fee for this course

ITN 240	INTERNET SECURITY	2	2	0	3

Prerequisites: None
Local Prereq: ITN 250
Corequisites: None

This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

There is a $7.50 lab fee for this course

ITN 250	IMPLEMENTATION OF INTERNET SERVERS	2	2	0	3

Prerequisites: None
Local Prereqs: CIS 175, CIS 246, ITN 150
Corequisites: None

This course covers the setup and configuration of news, mail, ftp, and WWW services. Topics include selection and installation of software to support common Internet services and related topics. Upon completion, students should

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be able to install and configure the most commonly used Internet service software.

There is a $7.50 lab fee for this course

		Class	Lab	Clin/WExp	Credit Hours
ITN 270	ADV INTERNET DATABASES	2	2	0	3

Prerequisites: ITN 170
Corequisites: None

This is the second of two courses on internet databases. Topics include database distribution and replication, data warehousing, integration of desktop and Internet database structures. Upon completion, students should be able to design and implement an Internet database

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
ITN 289	INTERNET TECHNOLOGIES PROJECT 1		4	0	3

Prerequisites: None
Local Prereq: Must be in Internet Technologies Program
Corequisites: None

This course provides an opportunity to complete a significant Internet technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation

There is a $15.00 lab fee for this course.

LEGAL EDUCATION

		Class	Lab	Clin/WExp	Credit Hours
LEX 110	INTRODUCTION TO PARALEGAL STUDY	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces the paralegal profession and the legal system and an emphasis is placed on the role of professional and legal ethics. Topics include regulation, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to understand the role of a paralegal and identify the skills, knowledge and ethics required of paralegals.

		Class	Lab	Clin/WExp	Credit Hours
LEX 120	LEGAL RESEARCH/WRITING I	2	2	0	3

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121	LEGAL RESEARCH/WRITING II	2	2	0	3

Prerequisite: LEX 120
Corequisite: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130	CIVIL INJURIES	3	0	0	3

Prerequisite: None
Local pereq: LEX 110
Corequisite: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140	CIVIL LITIGATION I	3	0	0	3

Prerequisite: None
Local Prereq: LEX 130
Corequisite: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

LEX 141	CIVIL LITIGATION II	2	2	0	3

Prerequisite: LEX 140
Corequisite: None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students shold be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

			Clin/	Credit
		Class	Lab	WExp	Hours

		Class	Lab	Clin/ WExp	Credit Hours
LEX 150	COMMERCIAL LAW	2	2	0	3

Prerequisite: None
Local Prereq: ACC 111, LEX 120
Corequisite: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

		Class	Lab	Clin/ WExp	Credit Hours
LEX 160	CRIMINAL LAW AND PROCEDURE	2	2	0	3

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

		Class	Lab	Clin/ WExp	Credit Hours
LEX 170	ADMINISTRATIVE LAW	2	0	0	2

Prerequisite: None
Local Prereq: LEX 121
Corequisite: None

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

		Class	Lab	Clin/ WExp	Credit Hours
LEX 210	REAL PROPERTY I	3	0	0	3

Prerequisite: None
Local Prereq: LEX 120, MAT 120
Corequisite: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

| LEX 211 | REAL PROPERTY II | 1 | 4 | 0 | 3 |

Prerequisite: LEX 210
Local Prereq: ACC 111
Corequisite: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

| LEX 240 | FAMILY LAW | 3 | 0 | 0 | 3 |

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. *This course is also available through the Virtual Learning Community (VLC).*

| LEX 250 | WILLS, ESTATES, AND TRUSTS | 2 | 2 | 0 | 3 |

Prerequisite: None
Local Prereq: ACC 111 and LEX 120
Corequisite: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

| LEX 260 | BANKRUPTCY AND COLLECTIONS | 2 | 0 | 0 | 2 |

Prerequisite: None
Local Prereq: ACC 111 and LEX 121
Corequisite: None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

		Class	Lab	Clin/WExp	Credit Hours
LEX 270	LAW OFFICE MANAGEMENT/ TECHNOLOGY	1	2	0	2

Prerequisite: None
Local Prereq: OST 137
Corequisite: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

		Class	Lab	Clin/WExp	Credit Hours
LEX 280	ETHICS AND PROFESSIONALISM	2	0	0	2

Prerequisite: None
Local Prereq: LEX 210
Corequisite: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

		Class	Lab	Clin/WExp	Credit Hours
LEX 287	CLA REVIEW SEMINAR	2	0	0	2

Prerequisites: LEX 211
Corequisites: None
This course is designed to prepare students for voluntary national certification sponsored by the National Association of Legal Assistants to demonstrate significant competencies in paralegalism. Topics include Communications, Ethics, Human Relations, Interviewing Techniques, Judgment and Analytical Analysis, Legal Research, Legal Terminology, General Law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are eligible to take the NALA's Certified Legal Assistant Exam.

LOGISTICS MANAGEMENT

		Class	Lab	Clin/WExp	Credit Hours
LOG 110	Introduction to Logistics	3	0		3

Prerequisites: None
Corequisites: None

This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 120   Global Logistics 3   0   3
Prerequisites: LOG 110
Corequisites: None

This course examines logistics operations, processes, and modes of transportation in an interdependent world economy. Emphasis is placed on freight forwarding operations, analyzing and selecting transportation modes, and processing of import/export documentation. Upon completion, students should be able to arrange and coordinate the transportation of products globally. *This course is a unique concentration requirement of the Logistics Management concentration in the Business Administration program.*

MACHINING

MAC 111   MACHINING TECHNOLOGY I   2   12   0   6
Prerequisite: None
Corequisite: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112   MACHINING TECHNOLOGY II   2   12   0   6
Prerequisite: MAC 111
Corequisite: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113   MACHINING TECHNOLOGY III   2   12   0   6
Prerequisite: MAC 112
Corequisite: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114   INTRODUCTION TO METROLOGY   2   0   0   2
Prerequisite: None
Corequisite: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 122	CNC TURNING	1	3	0	2

Prerequisite: None
Corequisite: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124	CNC MILLING	1	3	0	2

Prerequisite: None
Corequisite: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 151	MACHINING CALCULATIONS	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 214	MACHINING TECHNOLOGY IV	2	12	0	6

Prerequisite: MAC 112
Corequisite: None

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

MAC 215	Machining Technology V	2	12	0	6

Prerequisites: MAC 214
Corequisites: None

This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gaging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

	Class	Lab	Clin/WExp	Credit Hours

MAC 222   ADVANCED CNC TURNING — Class 1, Lab 3, Clin/WExp 0, Credit Hours 2
Prerequisite: MAC 122
Corequisite: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224   ADVANCED CNC MILLING — Class 1, Lab 3, Clin/WExp 0, Credit Hours 2
Prerequisite: MAC 124
Corequisite: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 231   CNC GRAPHICS PROG: TURNING — Class 1, Lab 4, Clin/WExp 0, Credit Hours 3
Prerequisites: MAC 121 or MAC 122
Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection. operational sequence, speed, feed, and cutting depth.

MAC 232   CNC GRAPHICS PROG: MILLING — Class 1, Lab 4, Clin/WExp 0, Credit Hours 3
Prerequisites: MAC 121 or MAC 124
Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

MASONRY

MAS 110   MASONRY I — Class 5, Lab 15, Clin/WExp 0, Credit Hours 10
Prerequisite: None
Corequisite: None

This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and

materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

		Class	Lab	Clin/WExp	Credit Hours
MAS 120	MASONRY II	5	15	0	10

Prerequisite: None
Corequisite: None

This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

		Class	Lab	Clin/WExp	Credit Hours
MAS 130	MASONRY III	6	6	0	8

Prerequisite: None
Corequisite: None

This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

MATHEMATICS

		Class	Lab	Clin/WExp	Credit Hours
MAT 050	BASIC MATH SKILLS	3	2	0	4

Prerequisites: None
Corequisites: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

		Class	Lab	Clin/WExp	Credit Hours
MAT 060	ESSENTIAL MATHEMATICS	3	2	0	4

Prerequisite: MAT 050 *or appropriate placement test score*
Corequisite: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

	Class	Lab	Clin/ WExp	Credit Hours

MAT 070   INTRODUCTORY ALGEBRA   3   2   0   4
Prerequisite: MAT 060 *or appropriate placement test score*
Corequisite: ENG 085 or RED 080

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).*

MAT 080   INTERMEDIATE ALGEBRA   3   2   0   4
Prerequisite: MAT 070 *or appropriate placement test score*
Corequisite: ENG 085 or RED 080

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 090   ACCELERATED ALGEBRA   3   2   0   4
Prerequisite: MAT 060 *or appropriate placement test score*
Corequisite: ENG 085 or RED 080

This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

MAT 095   ALGEBRAIC CONCEPTS   3   0   0   3
Prerequisites: None
Corequisites: None

This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value, rational and radical equations, sets, real and complex numbers, exponents, graphing, formulas, polynomials, systems of equations, inequalities, and functions. Upon completion, students should be able to apply the above topics in problem solving using appropriate technology. *This course is designed for students attending East Carolina University and is only offered on that campus.*

	Class	Lab	Clin/ WExp	Credit Hours

MAT 101   APPLIED MATHEMATICS I   2   2   0   3
Prerequisite: MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095 *or appropriate placement test score*
Corequisite: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

MAT 110   MATHEMATICAL MEASUREMENT   2   2   0   3
Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120,
      MAT 121, MAT 161, MAT 171, or MAT 175 or appropriate
      placement test score
Corequisite: None

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115   Mathematical Models   2   2   0   3
Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120,
      MAT 121, MAT 161, MAT 171, or MAT 175 *or appropriate placement test score*
Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. *This course is also available through the Virtual Learning Community (VLC).*

MAT 120   GEOMETRY AND TRIGONOMETRY   2   2   0   3
Prerequisite: MAT 070, MAT 080, MAT 090, MAT 095, MAT 121,
      MAT 161, MAT 171, or MAT 175 *or appropriate placement test score*
Corequisite: None

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle

trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 121	ALGEBRA/TRIGONOMETRY I	2	2	0	3

Prerequisite: MAT 070, MAT 080, MAT 090, or MAT 095 *or appropriate placement test score*
Corequisite: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical unctions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122	ALGEBRA/TRIGONOMETRY II	2	2	0	3

Prerequisite: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisite: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140	SURVEY OF MATHEMATICS	3	0	0	3

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 141	MATHEMATICAL CONCEPTS I	3	0	0	3

Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory,

introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Clin/ WExp	Credit Hours
MAT 142	MATHEMATICAL CONCEPTS II	3	0	0	3

Prerequisites: MAT 141
Corequisites: None

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics*

		Class	Lab	Clin/ WExp	Credit Hours
MAT 155	STATISTICAL ANALYSIS	3	0	0	3

Prerequisite: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121,
                MAT 161, MAT 171, or MAT 175 *or appropriate placement score*
Corequisite: None

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Clin/ WExp	Credit Hours
MAT 161	COLLEGE ALGEBRA	3	0	0	3

Prerequisite: MAT 080 or MAT 090 or MAT 095 *or appropriate placement test score*
Corequisite: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

		Class	Lab	Clin/ WExp	Credit Hours
MAT 162	COLLEGE TRIGONOMETRY	3	0	0	3

Prerequisite: MAT 161
Corequisite: None

This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 175 PRECALCULUS	4	0	0	4

Prerequisite: None
Local Prereq: MAT 080 or MAT 090 *or appropriate placement test score*
Corequisite: None
Local Coreq: MAT 175A

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175A PRECALCULUS LAB	0	2	0	1

Prerequisites: None
Corequisites: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 223 APPLIED CALCULUS	2	2	0	3

Prerequisite: MAT 122
Corequisite: None

This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.

MAT 263 BRIEF CALCULUS	3	0	0	3

Prerequisite: MAT 161, MAT 171, or MAT 175
Corequisite: None

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271	CALCULUS I	3	2	0	4

Prerequisite   MAT 172 or MAT 175
Local Prereq.   Students must have a C or better in MAT 175
Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272	CALCULUS II	3	2	0	4

Prerequisites: MAT 271
Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273	CALCULUS III	3	2	0	4

Prerequisites: MAT 272
Corequisites: None

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

	Class	Lab	Clin/ WExp	Credit Hours

MAT 280 LINEAR ALGEBRA 3 0 0 3
Prerequisites: MAT 271
Corequisites: None

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 285 DIFFERENTIAL EQUATIONS 3 0 0 3
Prerequisites: MAT 272
Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MECHANICAL

MEC 110 INTRODUCTION TO CAD/CAM 1 2 0 2
Prerequisite: None
Corequisite: None

This course introduces computer-aided drafting(CAD) and computer-aided manufacturing(CAM). Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

	Class	Lab	Clin/ WExp	Credit Hours
MEC 112 MACHINE PROCESSES II	2	3	0	3

Prerequisite: MEC 111
Corequisite: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts

	Class	Lab	Clin/ WExp	Credit Hours
MEC 130 MECHANISMS	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

	Class	Lab	Clin/ WExp	Credit Hours
MEC 142 PHYSICAL METALLURGY	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

	Class	Lab	Clin/ WExp	Credit Hours
MEC 161 Manufacturing Processes I	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

	Class	Lab	Clin/ WExp	Credit Hours
MEC 161A MANUFACTURING PROCESSES I LAB	0	3	0	1

Prerequisite: None
Corequisite: MEC 161

This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

	Class	Lab	Clin/ WExp	Credit Hours
MEC 172 Intro to Metallurgy	2	2	0	3

Prerequisites: None
Corequisites: None

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

| MEC 180 | Engineering Materials | 2 | 3 | 0 | 3 |
| Prerequisites: None |
| Corequisites: None |

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

| MEC 236 | REGIONAL MANUFACTURING | 1 | 4 | 0 | 3 |
| Prerequisite: None |
| Corequisite: None |

This course introduces the local and regional manufacturing facilities. Emphasis is placed on on-site tours and interaction with manufacturing personnel. Upon completion, students should be able to identify local and regional manufacturers, their products, basic methods, personnel, and hiring standards.

| MEC 250 | STATICS AND STRENGTH OF MATERIALS | 4 | 3 | 0 | 5 |
| Prerequisite: None |
| Corequisite: None |

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

MEDICAL ASSISTING

| MED 110 | ORIENTATION TO MED ASSISTING | 1 | 0 | 0 | 1 |
| Prerequisite: None |
| Corequisite: None |

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

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	Class	Lab	Clin/ WExp	Credit Hours

MED 112   ORIENTATION TO THE CLINIC
           SETTING I   0   0   3   1
Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None

This course provides an early opportunity to observe the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patients, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment.

MED 113   ORIENTATION TO THE CLINIC
           SETTING II   0   0   6   2
Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None

This course provides an opportunity to observe and/or perform in the medical setting. Emphasis is placed on administrative and clinical medical assisting. Upon completion, students should be able to identify administrative and clinical procedures in the health care environment.

MED 114   PROFESSIONAL INTERACTION IN
           HEALTH CARE   1   0   0   1
Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

MED 118   MEDICAL LAW AND ETHICS   2   0   0   2
Prerequisite: None
Corequisite: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

		Clin/	Credit
Class	**Lab**	**WExp**	**Hours**

MED 120   SURVEY OF MED TERMINOLOGY   2   0   0   2

Prerequisites: None
Corequisites: None

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

MED 121   MEDICAL TERMINOLOGY I   3   0   0   3

Prerequisite: None
Corequisite: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122   MEDICAL TERMINOLOGY II   3   0   0   3

Prerequisite: MED 121
Corequisite: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130   ADMINISTRATIVE OFFICE
PROCEDURES I   1   2   0   2

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131   ADMINISTRATIVE OFFICE
PROCEDURES II   1   2   0   2

Prerequisite: None
Local Prereq: MED 130
Corequisite: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance

procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

| MED 134 | MEDICAL TRANSCRIPTION | 2 | 2 | 0 | 3 |

Prerequisite: MED 121
Corequisite: None

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

| MED 140 | EXAMINING ROOM PROCEDURES I | 3 | 4 | 0 | 5 |

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

| MED 150 | LABORATORY PROCEDURES I | 3 | 4 | 0 | 5 |

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

| MED 180 | CPR CERTIFICATION | 0 | 2 | 0 | 1 |

Prerequisite: None
Corequisite: None

This course provides the basic knowledge and skills necessary to perform infant, child, and adult CPR and to manage foreign body airway obstruction. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to perform the infant, child, and adult CPR.

| MED 182 | CPR FIRST AID & EMERGENCY | 1 | 2 | 0 | 2 |

Prerequisites: None
Corequisites: None

This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.

MED 232	MEDICAL INSURANCE CODING	1	3	0	2

Prerequisite: None
Corequisite: None

This course is designed to develop coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 240	EXAMINING ROOM PROCEDURES II	3	4	0	5

Prerequisite: MED 140
Corequisite: None

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260	MEDICAL CLINICAL EXTERNSHIP	0	0	15	5

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None
Local Coreq: MED 260

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262	CLINICAL PERSPECTIVES	1	0	0	1

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None
Local Coreq: MED 260

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

	Class	Lab	Clin/WExp	Credit Hours

MED 264   MEDICAL ASSISTING OVERVIEW   2   0   0   2
Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None

This course provides an overview of the complete medical assisting curriculum.
Emphasis is placed on all facets of medical assisting pertinent to administrative,
laboratory, and clinical procedures performed in the medical environment. Upon
completion, students should be able to demonstrate competence in the areas
covered on the national certification examination for medical assistants.

MED 270   SYMPTOMATOLOGY   2   2   0   3
Prerequisite: Local
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None

This course covers the study of disease symptoms and the appropriate actions
taken by medical assistants in a medical facility in relation to these symptoms.
Emphasis is placed on interviewing skills and appropriate triage, preparing
patients for procedures, and screening test results. Upon completion, students
should be able to recognize how certain symptoms relate to specific diseases,
recognize emergency situations, and take appropriate actions.

MED 272   DRUG THERAPY   3   0   0   3
Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program and MED 140
Corequisite: None

This course focuses on major drug groups, including their side effects,
interactions, methods of administration, and proper documentation. Emphasis
is placed on the theory of drug administration. Upon completion, students
should be able to identify, spell, recognize side effects of, and document the most
commonly used medications in a physician's office.

MED 276   PATIENT EDUCATION   1   2   0   2
Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None

This course is designed to provide communication skills, basic education
principles, and knowledge of available community resources and to apply this
knowledge to the clinical setting. Emphasis is placed on identifying appropriate
community resources, developing patient education materials, and perfecting
written and oral communication skills. Upon completion, students should be
able to instruct, communicate effectively, and act as a liaison between the patient
and community agencies.

MARKETING AND RETAILING

| MKT 120 PRINCIPLES OF MARKETING | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

| MKT 121 RETAILING | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

| MKT 122 VISUAL MERCHANDISING | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays.

| MKT 123 FUNDAMENTALS OF SELLING | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of sellirg situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

| MKT 220 ADVERTISING AND SALES PROMOTION | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

	Class	Lab	Clin/ WExp	Credit Hours

MKT 223   CUSTOMER SERVICE   3   0   0   3
Prerequisite: None
Corequisite: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MKT 224   INTERNATIONAL MARKETING   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

MKT 225   MARKETING RESEARCH   3   0   0   3
Prerequisites: MKT 120
Corequisites: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

MKT 227   MARKETING APPLICATIONS   3   0   0   3
Prerequisite: None
Corequisite: None

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy.

MKT 231   HEALTHCARE MARKETING   3   0   0   3
Prerequisites: MKT 120
Corequisites: None

This is designed to help students gain an understanding of how the principles of marketing are used in a healthcare setting. Topics include market development, market segmentation, market research, advertising and promotion, and service development for healthcare marketing. Upon completion, students should be able to plan, develop, and implement a basic marketing plan for an institution within the healthcare industry.

	Class	Lab	Clin/ WExp	Credit Hours

MAINTENANCE

MNT 110	INTRODUCTION TO MAINTENANCE PROCEDURES	1	3	0	2

Prerequisite: None
Corequisite: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 111	MAINTENANCE PRACTICES	2	2	0	3

Prerequisites: None
Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods. *This course is also available through the Virtual Learning Community (VLC).*

MNT 160	INDUSTRIAL FABRICATION	1	3	0	2

Prerequisites: None
Corequisites: None

This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

MNT 220	RIGGING & MOVING	1	3	0	2

Prerequisites: None
Corequisites: None

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

	Class	Lab	Clin/ WExp	Credit Hours

MNT 240   INDUST EQUIP TROUBLESHOOT   1   3   0   2
Prerequisites: None
Corequisites: None

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MAGNETIC RESONANCE IMAGING

MRI 210   MRI PHYSICS AND EQUIPMENT   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

MRI 211   MRI PROCEDURES   4   0   0   4
Prerequisite: None
Corequisite: None

This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

MRI 231   MRI CLINICAL PRACTICUM   0   0   33   11
Prerequisite: None
Local Prereq: Enrollment in CT/MRI diploma or MRI certificate programs
Corequisite: None

This course provides experience in the magnetic resonance clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

	Class	Lab	Clin/ WExp	Credit Hours

MILITARY SCIENCE

MSI 110 MILITARY SCIENCE I	1	0	0	1

Prerequisites: None
Corequisites: None

This course introduces military-style training and confidence building, including military weapons firing, rappelling, and other related material. Emphasis is placed on US Army and ROTC organization, leadership and management techniques, principles of war, evolution of weapons, and military tactics. Upon completion, students should be able to identify and explain the basics of military science and put into practice the art of organizing, motivating, and leading others.

MSI 120 MILITARY SCIENCE II	2	0	0	2

Prerequisites: None
Corequisites: None

This course covers the use of maps and compasses for land navigation, leadership principles and techniques, and military written and oral communication. Topics include orienteering compass techniques, assault boat training, time management, military briefings, and basic survival skills. Upon completion, students should be able to fulfill requirements for entry into the ROTC advanced program and compete for continuing ROTC scholarships.

MSI 210 MILITARY SCIENCE III	2	0	0	2

Prerequisites: None
Corequisites: None

This course emphasizes basic concepts in leadership, team building, and management. Topics include land navigational skills, basic first aid, oral communication, military briefings and personal management skills. Upon completion, students should be able to manage and communicate effectively in a small team environment.

MSI 220 MILITARY SCIENCE IV	2	0	0	2

Prerequisites: None
Corequisites: None

This course completes the preparation for accession into the ROTC advanced program. Topics include introduction to the Leadership Development Program (LDP), operation orders, advance land navigation techniques, small unit tactics, and physical training. Upon completion, students will be eligible to apply for entry into the ROTC Advanced Program.

	Class	Lab	Clin/ WExp	Credit Hours

THERAPEUTIC MASSAGE

MTH 110   FUNDAMENTALS OF MASSAGE

	Class	Lab	Clin/ WExp	Credit Hours
MTH 110 FUNDAMENTALS OF MASSAGE	6	12	0	10

Prerequisites: None
Corequisites: None

This course introduces concepts basic to the role of the massage therapist. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.

MTH 120 THER MASSAGE APPLICATIONS	6	12	0	10

Prerequisites: MTH 110
Corequisites: None

This course provides an expanded knowledge and skill base for the massage therapist. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations. *At PCC, students will be introduced to clinical massage techniques that may be used in the clinical environment.*

MTH 125 ETHICS OF MASSAGE	2	0	0	2

Prerequisites: None
Corequisites: None

This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion , students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues

MTH 210 ADV SKILLS OF MASSAGE	4	12	0	8

Prerequisites: MTH 120
Corequisites: None

This course provides knowledge and skills in diverse body work modalities. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered. *At PCC, students will develop clinical assessment skills and techniques that are used in a clinical environment.*

MTH 220 OUTCOME-BASED MASSAGE	4	9	0	7

Prerequisites: MTH 120
Corequisites: None

This course provides knowledge and skills in more complex body works modalities. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in

techniques covered. *At PCC, students will have the opportunity to continue to develop their clinical skills in a therapeutic environment.*

MUSIC

MUS 110	MUSIC APPRECIATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 112	INTRODUCTION TO JAZZ	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 113	AMERICAN MUSIC	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NETWORKING TECHNOLOGY

NET 110	DATA COMMUNICATIONS/ NETWORKING	2	2	0	3

Prerequisite: None
Local Prereq: CIS 110
Corequisite: None

This course introduce data communication and networking for those who have not received credit for NET 115. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking. At PCC, lab will introduce telecommunications software and hardware, and the netware operating system.

There is a $7.50 lab fee for this course.

NET 112	SECURITY FUND. & POLICIES	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of the Internet, current security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

NET 122	Secure Communications	2	2	0	3

Prerequisites: NET 112 and CIS 173 or CIS 282 or NET 110
Corequisites: None

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL and SSH. Upon completion, students should be able to implement secure data transmission technologies. *This course is restricted to the Information Systems Security program.*

There is a $7.50 lab fee for this course.

NET 125	ROUTING AND SWITCHING I	1	4	0	3

Prerequisites: None
Local Prereq: NET 110
Corequisites : None

This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types.

There is a $15.00 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours

NET 126   ROUTING AND SWITCHING II   1   4   0   3
Prerequisites: NET 125
Corequisites : None

This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses.

There is a $15.00 lab fee for this course.

NET 222   SECURITY ADMINISTRATION I   2   2   3
Prerequisites: NET 112 and CIS 173 or CIS 282 or NET 110
Corequisites: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

There is a $7.50 lab fee for this course.

NET 230   WIDE AREA NETWORKING   2   2   0   3
Prerequisites: NET 110
Local Prereq: ITN 150
Corequisites: None

This course is designed to introduce significant aspects of network interconnectivity. Topics include LAN-to-LAN, LAN-to-host, LAN-to-WAN connectivity, Internet connections, and voice-video-data transmission. Upon completion, students should be able to demonstrate an understanding of wide area networking.

There is a $7.50 lab fee for this course.

NET 270   SCALABLE NETWORKS DESIGN   1   4   0   3
Prerequisites: None
Local Prereq: NET 126
Corequisites: None

This course covers principles and techniques of scalable networks. Topics include building multi-layer networks, controlling overhead traffic in growing routed networks, and router capabilities used to control traffic over LANs and WANs. Upon completion, students should be able to design; implement; and improve traffic flow, reliability, redundancy, and performance in enterprise networks.

There is a $15.00 lab fee for this course

	Class	Lab	Clin/ WExp	Credit Hours
NET 271 MULTI-LAYER NETWORKS	1	4	0	3

Prerequisites: NET 270
Corequisites: None

This course covers building campus networks using multi-layer switching technologies over a high-speed Ethernet. Topics include improving IP routing performance with multi-layer switching, implementing fault tolerance routing, and managing high bandwidth broadcast while controlling IP multi-cast access to networks. Upon completion, students should be able to install and configure multi-layer enterprise networks and determine the required router configurations to support new services and applications.

There is a $15.00 lab fee for this course

NET 272 REMOTE ACCESS NETWORKS	1	4	0	3

Prerequisites: NET 271
Corequisites: None

This course covers how to build a remote access network to interconnect central sites to branch offices, home offices, and telecommuters. Topics include enabling on-demand/permanent connections to the central site, scaling and troubleshooting remote access networks, and maximizing bandwidth utilization over remote links. Upon completion, students should be able to assemble and configure equipment, establish WAN connections, enable protocols/technologies, allow traffic between sites, and implement accessible access control.

There is a $15.00 lab fee for this course

NUCLEAR MEDICINE

NMT 110 INTRODUCTION TO NUCLEAR MEDICINE	2	0	0	2

Prerequisite: None
Corequisite: None

This course provides a comprehensive introduction to the field of nuclear medicine. Topics include overview of school, program, and profession; medical terminology and ethics; medical legal issues; general patient care and radiation safety practices; and departmental organization. Upon completion, students should be able to utilize various learning resources and demonstrate understanding of radiation safety standards and ethical, professional conduct.

	Class	Lab	Clin/ WExp	Credit Hours

NMT 110A INTRODUCTION TO NUCLEAR MEDICINE LAB

	Class	Lab	Clin/ WExp	Credit Hours
NMT 110A INTRODUCTION TO NUCLEAR MEDICINE LAB	0	3	0	1

Prerequisite: None
Corequisite: NMT 110

This course is a laboratory to accompany NMT 110. Emphasis is placed on laboratory experiences that enhance material presented in NMT 110. Upon completion, students should be able to apply the laboratory experiences to the material presented in NMT 110.

	Class	Lab	Clin/ WExp	Credit Hours
NMT 126 NUCLEAR PHYSICS	2	0	0	2

Prerequisite: NMT 110
Corequisite: None

This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.

	Class	Lab	Clin/ WExp	Credit Hours
NMT 132 OVERVIEW-CLINICAL NUCLEAR MEDICINE	2	0	6	4

Prerequisite: NMT 110
Corequisite: None

This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation, and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience.

	Class	Lab	Clin/ WExp	Credit Hours
NMT 134 NUCLEAR PHARMACY	2	0	0	2

Prerequisite: NMT 110
Corequisite: None

This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.

	Class	Lab	Clin/ WExp	Credit Hours
NMT 136 HEALTH PHYSICS	2	0	0	2

Prerequisite: NMT 110
Corequisite: None

This course covers the regulations and practices that ensure minimum exposure of patients, co-workers, and self to ionizing radiation. Topics include interactions of radiation with matter, protective practices, state and federal regulatory agencies and their directives, and methods of monitoring exposure.

Upon completion, students should be able to demonstrate an understanding of the regulations and practices presented in the course.

NMT 211	NMT CLINICAL PRACTICE I	0	0	21	7

Prerequisite: NMT 132
Corequisite: None

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course.

| NMT 212 | PROCEDURES FOR NUCLEAR | | | | |
| | MEDICINE I | 2 | 0 | 0 | 2 |

Prerequisite: NMT 132
Local Prereq: NMT 110
Corequisite: None

This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course.

| NMT 212A | PROCEDURES FOR NUCLEAR | | | | |
| | MEDICINE I LAB | 0 | 3 | 0 | 1 |

Prerequisite: NMT 132
Local Prereq: NMT 110
Corequisite: NMT 212

This course is a laboratory to accompany NMT 212. Emphasis is placed on experiences that enhance material presented in NMT 212. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 212.

NMT 214	RADIOBIOLOGY	2	0	0	2

Prerequisite: NMT 132
Corequisite: None

This course covers the principles of radiation biology. Emphasis is placed on a system's sensitivity to radiation, radiation pathology, and the biological effects of radiation. Upon completion, students should be able to demonstrate an understanding of the effects of radiation in nuclear medicine.

	Class	Lab	Clin/ WExp	Credit Hours

NMT 215   NON-IMAGING INSTRUMENTATION

	Class	Lab	Clin/ WExp	Credit Hours
NON-IMAGING INSTRUMENTATION	1	3	0	2

Prerequisite: NMT 132
Corequisite: None

This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems, and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course.

NMT 218   COMPUTERS IN NUCLEAR MEDICINE

	Class	Lab	Clin/ WExp	Credit Hours
COMPUTERS IN NUCLEAR MEDICINE	2	0	0	2

Prerequisite: NMT 132
Corequisite: None

This course provides a general introduction to the operation of computers and the application of computers to the field of nuclear medicine. Topics include number systems, major system components, input/output devices, and acquisition and processing of nuclear medicine images. Upon completion, students should be able to demonstrate an understanding of the concepts presented.

NMT 221   NMT CLINICAL PRACTICE II

	Class	Lab	Clin/ WExp	Credit Hours
NMT CLINICAL PRACTICE II	0	0	21	7

Prerequisite: NMT 132
Corequisite: None

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.

NMT 222   PROCEDURES FOR NUCLEAR MEDICINE II

	Class	Lab	Clin/ WExp	Credit Hours
PROCEDURES FOR NUCLEAR MEDICINE II	2	0	0	2

Prerequisite: NMT 132
Corequisite: None

This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.

NMT 222A   PROCEDURES FOR NUCLEAR MEDICINE II LAB

	Class	Lab	Clin/ WExp	Credit Hours
PROCEDURES FOR NUCLEAR MEDICINE II LAB	0	3	0	1

Prerequisite: NMT 132
Corequisite: NMT 222

This course is a laboratory to accompany NMT 222. Emphasis is placed on experiences that enhance material presented in NMT 222. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 222.

| NMT 289 | Nuc Med Tech Topics | 2 | 3 | 0 | 3 |

Prerequisites: NMT 221
Corequisites: NMT 222

This course covers professional practice in nuclear medicine. Emphasis is placed on the procedures vital to a clinical nuclear medicine staff technologist. Upon completion, students should be able to demonstrate a comprehensive knowledge of nuclear medicine and be prepared for the comprehensive examination

NURSING

| NUR 110 | NURSING I | 5 | 3 | 6 | 8 |

Prerequisite: None
Local Prereq: *Admission to the Associate Degree Nursing program*
Corequisite: None

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

| NUR 120 | NURSING II | 5 | 3 | 6 | 8 |

Prerequisites: NUR 110 and *1st semester courses in curriculum master plan*
Local Prereq: ACA 111, BIO 168, PSY 150
Corequisite: None
Local Coreq: NUR 186

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health.

| NUR 130 | NURSING III | 4 | 3 | 6 | 7 |

Prerequisites: NUR 120 *and 2nd semester courses in curriculum master plan*
Local Prereq: NUR 186, BIO 169, ENG 111, PSY 241
Corequisite: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health.

NUR 186   CLINICAL SUPPLEMENT   0   0   3   1
Prerequisites: None
Local Prereq: ACA 111, BIO 168, PSY 150
Corequisites: NUR 110, NUR 115, NUR 120, NUR 125, NUR 130, NUR 135, NUR
               185, NUR 210, NUR 220, or NUR 235

This course is designed to be offered as a corequisite to any core NUR course. Emphasis is placed on applying the nursing process in a clinical setting. Upon completion, students should be able to demonstrate delivery of nursing care at the level required for the core NUR course.

NUR 210   NURSING IV   5   3   12   10
Prerequisites: NUR 130 *and 3rd semester courses in curriculum master plan*
Local Prereq: BIO 155, ENG 114
Corequisite: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health.

NUR 220   NURSING V   4   3   15   10
Prerequisites: NUR 210 *and 4th semester courses in curriculum master plan*
Local Prereq: BIO 175, SOC 210
Corequisite: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations.

OPERATIONS MANAGEMENT

OMT 132   ISO 9000 STANDARDS   3   0   0   3
Prerequisite: None
Corequisite: None
This course covers the current version of the ISO 9000 series of standards. Topics include the ISO 9000 series of standards and proper implementation of these standards in an organization. Upon completion, students should be able to identify the proper ISO standard for registration and demonstrate a detailed understanding of each standard.

OMT 133   ISO 9000 INTERNAL AUDITOR   3   0   0   3
Prerequisite: OMT 132
Corequisite: None

This course covers the topics necessary in order to conduct an internal quality audit that complies with the proper ISO 9000 standard. Topics include audit planning, conducting internal audits, audit communication, and corrective action follow-up reports. Upon completion, students should be able to demonstrate a proficiency in auditing techniques for conducting internal quality audits.

OFFICE SYSTEMS TECHNOLOGY

		Class	Lab	Clin/WExp	Credit Hours
OST 103	BASIC MEDICAL TERMINOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces the construction of medical terms. Topics include Greek and Latin prefixes, combining forms, word roots, abbreviations, and symbols. Upon completion, students should be able to pronounce, spell, and define medical terms.

		Class	Lab	Clin/WExp	Credit Hours
OST 131	KEYBOARDING	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
OST 134	TEXT ENTRY & FORMATTING	2	2	0	3

Prerequisites: None
Local Prereq: OST 131
Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability. This course is also available through the Virtual Learning Community (VLC).

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
OST 135	ADV. TEXT ENTRY & FORMATTING	3	2	0	4

Prerequisite: OST 134
Corequisite: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulations, legal documents, and newsletters.

Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

There is a $7.50 lab fee for this course.

| OST 136 | WORD PROCESSING | 1 | 2 | 0 | 2 |

Prerequisite: None
Local Prereq: OST 131 or permission by department chair
Corequisite: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

There is a $7.50 lab fee for this course.

| OST 137 | OFFICE SOFTWARE APPLICATIONS | 1 | 2 | 0 | 2 |

Prerequisite: None
Corequisite: None

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

There is a $7.50 lab fee for this course.

| OST 138 | ADVANCED SOFTWARE APPL | 2 | 2 | 0 | 3 |

Prerequisites: OST 137
Corequisites: None

This course develops proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

There is a $7.50 lab fee for this course.

| OST 148 | MEDICAL CODING BILLING AND INSURANCE | 3 | 0 | 0 | 3 |

Prerequisite: None
Local Prereq: MED 122
Corequisite: None

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

	Class	Lab	Clin/ WExp	Credit Hours
OST 149 MEDICAL LEGAL ISSUES	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

	Class	Lab	Clin/ WExp	Credit Hours
OST 164 TEXT EDITING APPLICATIONS	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

	Class	Lab	Clin/ WExp	Credit Hours
OST 181 INTRO TO OFFICE SYSTEMS	2	2	0	3

Prerequisites: None
Local Prereq: OST 137
Corequisite: None

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

There is a $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours
OST 184 RECORDS MANAGEMENT	1	2	0	2

Prerequisite: None
Corequisite: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

There is a $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours

OST 223   MACHINE TRANSCRIPTION I   1   2   0   2
Prerequisites: OST 134, OST 136, and OST 164
Corequisite: None

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

There is a $7.50 lab fee for this course.

OST 224   MACHINE TRANSCRIPTION II   1   2   0   2
Prerequisite: OST 223
Corequisite: None

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

There is a $7.50 lab fee for this course.

OST 233   OFFICE PUBLICATIONS DESIGN   2   2   0   3
Prerequisite: OST 136
Corequisite: None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

There is a $7.50 lab fee for this course.

OST 236   ADVANCED WORD/
           INFORMATION PROCESSING   2   2   0   3
Prerequisite: OST 135 or OST 136
Corequisite: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
OST 241	MEDICAL OFFICE TRANSCRIPTION I	1	2	0	2

Prerequisites: MED 121 or OST 141
Local Prereq: MED 122, OST 223
Corequisite: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
OST 242	MEDICAL OFFICE TRANSCRIPTION II	1	2	0	2

Prerequisite: OST 241
Corequisite: None

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
OST 243	MEDICAL OFFICE SIMULATION	2	2	0	3

Prerequisites: OST 148
Local Prereq: MED 122, OST 131
Corequisite: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
OST 244	MED. DOCUMENT PRODUCTION	1	2	0	2

Prerequisites: OST 134
Corequisites: None

This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mallable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.

There is a $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours

OST 247   CPT CODING IN THE
             MEDICAL OFFICE   1   2   0   2
Prerequisites: MED 122 or OST 142
Local Prereq: OST 148
Corequisite: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.

There is a $7.50 lab fee for this course.

OST 248   DIAGNOSTIC CODING   1   2   0   2
Prerequisites: MED 122 or OST 142
Local Prereq: OST 148
Corequisite: None

This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.

There is a $7.50 lab fee for this course.

OST 284   EMERGING TECHNOLOGIES   1   2   0   2
Prerequisite: None
Local Prereq: OST 137
Corequisite: None

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

There is a $7.50 lab fee for this course.

OST 286   PROFESSIONAL DEVELOPMENT   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 OFFICE SYSTEMS MANAGEMENT	2	2	0	3

Prerequisites: OST 164 and either OST 134 or OST 136
Local Prereq: OST 134, OST 136, and OST 164
Corequisite: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

There is a $7.50 lab fee for this course.

OCCUPATIONAL THERAPY ASSISTANT

OTA 110 FUNDAMENTALS OF OT	2	3	0	3

Prerequisite: None
Corequisite: BIO 165 or BIO 168

This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference.

OTA 120 OT MEDIA I	1	3	0	2

Prerequisite: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisite: OTA 110

This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations.

OTA 130 ASSESSMENT SKILLS	2	3	0	3

Prerequisite: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisite: OTA 110

This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various

assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills.

OTA 140	PROFESSIONAL SKILLS I	0	3	0	1

Prerequisite: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisite: OTA 110

This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling.

OTA 150	LIFE SPAN SKILLS I	2	3	0	3

Prerequisite: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisites: PSY 241 and OTA 170

This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings.

OTA 161	FIELDWORK I-PLACEMENT 1	0	0	3	1

Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 162	FIELDWORK I-PLACEMENT 2	0	0	3	1

Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

	Class	Lab	Clin/ WExp	Credit Hours

OTA 163   FIELDWORK I-PLACEMENT 3   0   0   3   1
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 170   PHYSICAL DYSFUNCTION   2   3   0   3
Prerequisite: None
Local Prereq: BIO 169
Corequisite: OTA 130

This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment.

OTA 180   PSYCHOSOCIAL DYSFUNCTION   2   3   0   3
Prerequisites: PSY 281
Corequisite: OTA 130

This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts.

OTA 220   OT MEDIA II   1   6   0   3
Prerequisites: OTA 120 and OTA 130
Corequisite: None

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes.

	Class	Lab	Clin/WExp	Credit Hours
OTA 240 PROFESSIONAL SKILLS II	0	3	0	1

Prerequisite: OTA 140
Corequisite: None

This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks. *At PCC, students will also learn the role of the COTA in research.*

	Class	Lab	Clin/WExp	Credit Hours
OTA 250 LIFE SPAN SKILLS II	2	3	0	3

Prerequisite: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisites: PSY 241, OTA 170, and OTA 180

This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings. *At PCC, students will also use a case study format to sharpen clinical reasoning skills and enhance activity development.*

	Class	Lab	Clin/WExp	Credit Hours
OTA 260 FIELDWORK II-PLACEMENT 1	0	0	18	6

Prerequisite: None
Local Prereq: Successful completion of all required OTA curriculum courses except OTA 261 and OTA 280
Corequisite: None
Local Coreq: This course must be completed within 18 months of the completion of all other OTA course work

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

	Class	Lab	Clin/WExp	Credit Hours
OTA 261 FIELDWORK II-PLACEMENT 2	0	0	18	6

Prerequisite: None
Local Prereq: Successful completion of all required OTA curriculum courses except OTA 260 and OTA 280
Corequisite: None
Local Coreq: This course must be completed within 18 months of the completion of all other OTA course work

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

PHYSICAL EDUCATION

PED 110	FIT AND WELL FOR LIFE	1	2	0	2

Prerequisite: None
Corequisite: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 111	PHYSICAL FITNESS I	0	3	0	1

Prerequisite: None
Corequisite: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 113	AEROBICS I	0	3	0	1

Prerequisite: None
Corequisite: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours

PED 117   WEIGHT TRAINING I   0   3   0   1
Prerequisite: None
Corequisite: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *his course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 118   WEIGHT TRAINING II   0   3   0   1
Prerequisite: PED 117
Corequisite: None

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 125   SELF-DEFENSE-BEGINNING   0   2   0   1
Prerequisite: None
Corequisite: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 128   GOLF-BEGINNING   0   2   0   1
Prerequisite: None
Corequisite: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours

PED 130   TENNIS-BEGINNING   0   2   0   1
Prerequisite: None
Corequisite: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *his course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 131   TENNIS-INTERMEDIATE   0   2   0   1
Prerequisite: PED 130
Corequisite: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 139   BOWLING-BEGINNING   0   2   0   1
Prerequisite: None
Corequisite: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 143   VOLLEYBALL-BEGINNING   0   2   0   1
Prerequisite: None
Corequisite: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 144   VOLLEYBALL-INTERMEDIATE   0   2   0   1
Prerequisite: PED 143
Corequisite: None

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This*

course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

		Class	Lab	Clin/WExp	Credit Hours
PED 145	BASKETBALL BEGINNING	0	2	0	1

Prerequisite: None
Corequisite: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 148	SOFTBALL	0	2	0	1

Prerequisite: None
Corequisite: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 150	BASEBALL/BEGINNING	0	3	0	1

Prerequisite: None
Corequisite: None

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 151	BASEBALL/INTERMEDIATE	0	3	0	1

Prerequisite: PED 151
Corequisite: None

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 220	EXERCISE FOR THE PHYSICALLY CHALLENGED	0	2	0	1

Prerequisite: None
Corequisite: None

This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon

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completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well being. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PHILOSOPHY

PHI 210	HISTORY OF PHILOSOPHY	3	0	0	3

Prerequisite: ENG 111
Corequisite: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 230	INTRODUCTION TO LOGIC	3	0	0	3

Prerequisites: ENG 111
Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts.*

PHI 240	INTRODUCTION TO ETHICS	3	0	0	3

Prerequisite: ENG 111
Corequisite: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHYSICS

PHY 110   CONCEPTUAL PHYSICS   3   0   0   3
Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
Local Coreq: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 110A   CONCEPTUAL PHYSICS LAB   0   2   0   1
Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 125   HEALTH SCIENCES PHYSICS   3   2   0   4
Prerequisites: None
Corequisites: None

This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

PHY 131   PHYSICS-MECHANICS   3   2   0   4
Prerequisite: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisite: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

		Class	Lab	Clin/ WExp	Credit Hours

PHY 151 COLLEGE PHYSICS I — Class 3, Lab 2, Clin/WExp 0, Credit Hours 4

Prerequisites:MAT 161, MAT 171, or MAT 175

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152 COLLEGE PHYSICS II — Class 3, Lab 2, Clin/WExp 0, Credit Hours 4

Prerequisite: PHY 151
Corequisite: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 251 GENERAL PHYSICS I — Class 3, Lab 3, Clin/WExp 0, Credit Hours 4

Prerequisites: MAT 271
Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in naturalsciences/mathematics.*

PHY 252 GENERAL PHYSICS II — Class 3, Lab 3, Clin/WExp 0, Credit Hours 4

Prerequisites: MAT 272 and PHY 251
Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits,

magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PLUMBING

PLU 111	INTRO TO BASIC PLUMBING	1	3	0	2

Prerequisites: None
Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POLITICAL SCIENCE

POL 120	AMERICAN GOVERNMENT	3	0	0	3

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

POL 130	STATE AND LOCAL GOVERNMENT	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

POLYSOMNOGRAPHY

PSG 100	Basic Polysomnography	1	3	3	3

Prerequisites: None
Corequisites: None

This course introduces the basic fundamentals for polysomnography. Emphasis is placed on cardiopulmonary assessment and monitoring, medical gas therapy, principles of case management, wellness promotion, recordkeeping, reimbursement, and exposure to the clinical setting. Upon completion, students should be prepared to apply the above concepts to the field of polysomnography.

PSG 151	Polysomnography I	3	2	9	7

Prerequisites: PSG 100
Corequisites: None

This course provides entry-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on medical terminology, instrumentation setup and calibration, recording and monitoring techniques, and patient-technologist interactions. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.

PSG 152	Polysomnography II	2	6	9	7

Prerequisites: PSG 151
Corequisites: None

This course provides advanced-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recordings. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.

PSYCHOLOGY

PSY 102	HUMAN RELATIONS	2	0	0	2

Prerequisite: None
Corequisite: None

This course covers the skills necessary to handle human relationships effectively. Topics include self-understanding, interpersonal communication, group dynamics, leadership skills, diversity, time and stress management, and conflict resolution with emphasis on work relationships. Upon completion, students should be able to demonstrate improved personal and interpersonal effectiveness.

	Class	Lab	Clin/ WExp	Credit Hours

PSY 115   STRESS MANAGEMENT — Class 2, Lab 0, Clin/WExp 0, Credit Hours 2

PSY 115 STRESS MANAGEMENT	2	0	0	2

Prerequisite: None
Corequisite: None

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

PSY 118 INTERPERSONAL PSYCHOLOGY	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 135 GROUP PROCESSES	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides an examination of group dynamics and structure. Topics include team-building, interpersonal communication, leadership, decision making, and problem solving. Upon completion, students should be able to demonstrate the knowledge and skills necessary for effective group participation.

PSY 150 GENERAL PSYCHOLOGY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 211 PSYCHOLOGY OF ADJUSTMENT	3	0	0	3

Prerequisites: PSY 150
Corequisites: None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 241	DEVELOPMENTAL PSYCHOLOGY	3	0	0	3

Prerequisite: PSY 150
Corequisite: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243	CHILD PSYCHOLOGY	3	0	0	3

Prerequisite: PSY 150
Corequisite: None

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSY 255	INTRODUCTION TO EXCEPTIONALITY	3	0	0	3

Prerequisite: PSY 150
Corequisite: None

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

PSY 256	EXCEPTIONAL CHILDREN	3	0		3

Prerequisites: PSY 150
Corequisites: None

This course introduces major exceptionalities in children including mental, emotional, and physical variations; learning disabilities; and giftedness. Emphasis is placed on theoretical perspectives, identification methods, and intervention strategies. Upon completion, students should be able to demonstrate a general knowledge of the exceptionalities of children and recommended intervention techniques.

| PSY 265 | BEHAVIORAL MODIFICATION | 3 | 0 | 0 | 3 |

Prerequisite: PSY 150
Corequisite: None

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

| PSY 281 | ABNORMAL PSYCHOLOGY | 3 | 0 | 0 | 3 |

Prerequisite: PSY 150
Corequisite: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

RADIOGRAPHY

| RAD 110 | RADIOGRAPHY INTRODUCTION AND PATIENT CARE | 2 | 3 | 0 | 3 |

Prerequisite: None
Corequisites: RAD 111 and RAD 151
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

| RAD 111 | RADIOGRAPHIC PROCEDURES I | 3 | 3 | 0 | 4 |

Prerequisite: None
Corequisites: RAD 110 and RAD 151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 112	RADIOGRAPHIC PROCEDURES II	3	3	0	4

Prerequisites: RAD 110, RAD 111, and RAD 151
Local Prereq: BIO 163
Corequisites: None
Local Coreq: RAD 121 and RAD 161

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 121	RADIOGRAPHIC IMAGING I	2	3	0	3

Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: None

This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 122	RADIOGRAPHIC IMAGING II	1	3	0	2

Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 131 and RAD 171

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 131	RADIOGRAPHIC PHYSICS I	1	3	0	2

Prerequisites: RAD 112, RAD 121, AND RAD 161
Corequisites: RAD 122, and RAD 171

This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 151	RAD CLINICAL EDUCATION I	0	0	6	2

Prerequisite: None
Local Prereq: Enrollment in the Radiography program
Corequisites: RAD 110 and RAD 111

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 161	RAD CLINICAL EDUCATION II	0	0	15	5

Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax, and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 171	RAD CLINICAL EDUCATION III	0	0	12	4

Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 211	RADIOGRAPHIC PROCEDURES III	2	3	0	3

Prerequisites: RAD 122
Local Prereq: RAD 112
Corequisites: RAD 231, RAD 241, and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 231	Radiographic Physics II	1	3	0	2

Prerequisites: RAD 171
Local Coreq: RAD 122 and RAD 131
Corequisites: RAD 211, RAD 241, and RAD 251

This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should

be able to demonstrate an understanding of the application of physical concepts as related to image production.

RAD 241	RADIATION PROTECTION	2	0	0	2

Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 251

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245	RADIOGRAPHIC ANALYSIS	2	3	0	3

Prerequisites: RAD 251
Local Prereq: RAD 211, RAD 231, and RAD 241
Corequisites: RAD 261

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.

RAD 251	RAD CLINICAL EDUCATION IV	0	0	21	7

Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 241

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261	RAD CLINICAL EDUCATION V	0	0	21	7

Prerequisites: RAD 251
Local Prereq: RAD 211, RAD 231, RAD 241
Corequisite: RAD 245

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RESPIRATORY THERPAY

RCP 110	INTRO. TO RESPIRATORY CARE	3	3	0	4

Prerequisite: None
Corequisite: None

This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 111	THERAPEUTICS/DIAGNOSTICS	4	3	0	5

Prerequisite: RCP 110
Corequisite: None

This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 112	PATIENT MANAGEMENT	3	3	0	4

Prerequisite: RCP 111
Corequisite: None

This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 113	RCP PHARMACOLOGY	2	0	0	2

Prerequisite: None
Corequisite: None

This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations.

RCP 114	CARDIOPULMONARY ANATOMY AND PHYSIOLOGY	3	0	0	3

Prerequisite: BIO 163 or BIO 165 and BIO 166 or BIO 168 and BIO 169
Corequisite: None

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas

interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

RCP 115	CARDIOPULMONARY					
	PATHOPHYSIOLOGY	2	0	0	2
Prerequisite:	None				
Corequisite:	None				

This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 132	RCP Clinical Practice I	0	0	6	2
Prerequisites: None					
Corequisites: RCP 110					

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *At PCC, students will participate in a structured orientation to clinical practice and patient care.*

RCP 145	RCP Clinical Practice II	0	0	15	5
Prerequisites: RCP 110					
Corequisites: RCP 111					

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *At PCC, general floor care will be the focus, as well as pulmonary rehabilitation.*

RCP 153	RCP CLINICAL PRACTICE III	0	0	9	3
Prerequisite: RCP 111					
Corequisite: None					

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *PCC students will continue general floor care, as well as participate in an operating room rotation focusing on airway management.*

RCP 210	CRITICAL CARE CONCEPTS	3	3	0	4
Prerequisite: None					
Corequisite: None					

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

Course	Title	Class	Lab	Clin/ WExp	Credit Hours
RCP 211	ADVANCED MONITORING/ PROCEDURES	3	3	0	4

Prerequisite: RCP 210
Corequisite: None

This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

Course	Title	Class	Lab	Clin/ WExp	Credit Hours
RCP 214	Neonatal/Ped's RC	1	3	0	2

Prerequisites: RCP 111
Corequisites: None

This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.

Course	Title	Class	Lab	Clin/ WExp	Credit Hours
RCP 215	CAREER PREPARATION-ADVANCED LEVEL	0	3	0	1

Prerequisite: None
Corequisite: None

This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

Course	Title	Class	Lab	Clin/ WExp	Credit Hours
RCP 235	RCP CLINICAL PRACTICE IV	0	0	15	5

Prerequisite: RCP 111
Corequisite: RCP 210

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *At PCC, adult critical care, including mechanical ventilation and hemodynamic monitoring will be the focus, as well as pulmonary diagnostics, asthma education, and home care..*

	Class	Lab	Clin/ WExp	Credit Hours

| RCP 248 | RCP Clinical Practice V | 0 | 0 | 24 | 8 |

Prerequisites: RCP 210
Corequisites: RCP 211

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *In addition to receiving exposure to pediatric and neonatal intensive care and polysomnography, this course will provide PCC students a transitionary period between academic and actual working conditions.*

REAL ESTATE APPRAISAL

| REA 101 | INTRODUCTION TO REAL ESTATE APPRAISAL R-1 | 2 | 0 | 0 | 2 |

Prerequisite: None
Corequisite: None

This course provides an introduction to the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102. *This course is required for the Real Estate Appraisal certificate.*

| REA 102 | VALUATION PRINCIPLES AND PRACTICES R-2 | 2 | 0 | 0 | 2 |

Prerequisite: REA 101
Corequisite: None

This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR). *This course is required for the Real Estate Appraisal certificate.*

| REA 103 | APPLIED RES PROP VAL R-3 | 1 | 0 | 0 | 1 |

Prerequisites: REA 102
Corequisites: None

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination. *This course is required for the Real Estate Appraisal certificate.*

	Class	Lab	Clin/ WExp	Credit Hours

REA 104   USPAP R-4   1   0   0   1
Prerequisites: REA 103
Corequisites: None

This course introduces all aspects of the appraisers conduct, ethics and competency. Topics include appraisal standards, reviews, reports, and the confidentiality provisions as set forth by the North Carolina Appraisal Board. Upon completion, students should be able to sit for the National USPAP examination.. *At PCC, this course is required for the Real Estate Appraisal Certificate.*

REA 201   INTRODUCTION TO INCOME
**   PROPERTY APPRAISAL G-1**   2   0   0   2
Prerequisite: REA 103
Corequisite: None

This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination. *This course is required for the Real Estate Appraisal certificate.*

REA 202   ADVANCED INCOME
**   CAPITALIZATION PROCEDURES G-2** 2   0   0   2
Prerequisite: REA 201
Corequisite: None
Requirment: A financial calculator is required for this course

This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques. *This course is required for the Real Estate Appraisal certificate.*

REA 203   APPLIED INCOME PROPERTY
**   VALUATION G-3**   2   0   0   2
Prerequisite: REA 202
Corequisite: None

This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination. *This course is required for the Real Estate Appraisal certificate.*

RELIGION

REL 110	WORLD RELIGIONS	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211	INTRODUCTION TO THE OLD TESTAMENT	3	0	0	3

Prerequisite: None
Corequisite: None
Local Prereq: ENG 095 or appropriate placement test score

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212	INTRODUCTION TO THE NEW TESTAMENT	3	0	0	3

Prerequisite: None
Corequisite: None
Local Prereq: ENG 095 or appropriate placement test score

This course is a survey of the literature of first century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REAL ESTATE

RLS 112	REAL ESTATE FUNDAMENTALS	5	0	0	5

Prerequisite: None
Corequisite: None

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

RLS 113	REAL ESTATE MATHEMATICS	2	0	0	2

Prerequisite: None
Corequisite: None

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.
to act as real estate brokers.

RLS 117	REAL ESTATE BROKER	4	0	0	4

Prerequisites: RLS 112
Corequisites: None

This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: real estate brokerage, finance and sales, RESPA, fair housing issues, selected NC Real Estate License Law and NC Real Estate Commission Rule issues. Upon completion, students should be able to demonstrate knowledge of real estate brokerage, law and finance.

RADIATION THERAPY TECHNOLOGY

RTT 121	SPECIAL IMAGING	2	0	0	2

Prerequisites: RAD 121 and RTT 151
Corequisites: RTT 161

This course introduces special imaging modalities including computed tomography and magnetic resonance imaging. Emphasis is placed on the comparison of computed tomography and magnetic resonance imaging for the visualization of various neoplasms. Upon completion, students should be able to demonstrate proper utilization of special imaging modalities relative to radiation treatment planning.

RTT 151	RTT CLINICAL ED II	0	0	9	3

Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 121

This course provides additional experience in patient management and in the more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting

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procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 161	RTT CLINICAL ED III	0	0	6	2

Prerequisites: RAD 121 and RTT 151
Corequisites: RTT 121

This course provides the opportunity to become proficient in basic procedures and gain experience in advanced areas. Emphasis is placed on special imaging areas to include computed tomography and magnetic resonance imaging with an introduction to radiation therapy

RTT 210	RADIOBIOLOGY	2	0	0	2

Prerequisites: RTT 161
Local Prereq: BIO 271, RTT 121
Corequisites: RTT 220, RTT 221, RTT 230, RT 233, AND RTT 238 OR 240

This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body.

RTT 220	RADIATION THERAPY ORIENTATION	2	0	0	2

Prerequisites: RTT 161
Local Prereq: BIO 271, RTT 121
Corequisites: RTT 210, RTT 221, RTT 230, RTT 233, AND RTT 238 OR 240

This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment, and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist.

RTT 221	CLINICAL ONCOLOGY I	3	0	0	3

Prerequisites: RTT 161
Corequisites: RTT 210, RTT 220, RTT 230 OR 233, AND RTT 238 OR 240

This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 222	CLINICAL ONCOLOGY II	3	0	0	3

Prerequisites: RTT 238 or RTT 240
Local Prereq: RTT 210, RTT 220, RTT, 221, RTT 233
Corequisites: BIO 271 AND RTT 231, RTT 239, 241, 243 OR 244

This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 232   RADIATION THERAPY PROCEDURES   2   0   0   2
Prerequisites: RTT 222, RTT 231 or 234, and RTT 239, 241, 243, or RTT 244
Corequisite: RTT 246

This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected. Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures.

RTT 233   RADIATION THERAPY PHYSICS   2   0   0   2
Prerequisites: RTT 121 AND RTT 161
Local Prereq: BIO 271
Corequisites: RTT 210, RTT 220, RTT 221, AND RTT 238 OR RTT 240

This course provides a study of the interaction of radiation with matter. Emphasis is placed on atomic interactions and dose measurement techniques. Upon completion, students should be able to demonstrate a knowledge of radiation interactions and dose measurement procedures as they apply to radiation safety.

RTT 234   CLINICAL DOSIMETRY   1   3   0   2
Prerequisites: RTT 230 OR RTT 233
Local Prereq: RTT 210, RTT 220, RTT 221 RTT 240
Corequisites: RTT 222 AND RTT 239, 241, 243, OR 244

This course is a study of clinical dosimetry and treatment planning. Emphasis is placed on treatment planning techniques and beam arrangements. Upon completion, students should be able to demonstrate a knowledge of dosimetry procedures used to treat various neoplasms.

RTT 240   RTT CLINICAL EDUCATION IV   0   0   18   6
Prerequisites: RTT 161
Local Prereq: BIO 271, RTT 121
Corequisites: RTT 210, RTT 220, RTT 221, AND RTT 230 OR RTT 233

This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

	Class	Lab	Clin/ WExp	Credit Hours

RTT 241   RTT CLINICAL EDUCATION V   0   0   21   7
Prerequisites: RTT 210, RTT 220, RTT 221, and RTT 230 or RTT 233
Corequisites: RTT 222 and RTT 231 or RTT 234

This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 246   RTT CLINICAL EDUCATION VI   0   0   18   6
Prerequisites: RTT 239, 241, 243, or 244
Local Prereq: RTT 222, RTT 234
Corequisite: RTT 232

This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

SUBSTANCE ABUSE

SAB 110   SUBSTANCE ABUSE OVERVIEW   3   0   0   3
Prerequisites: None
Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 120   INTAKE AND ASSESSMENT   3   0   0   3
Prerequisites: None
Corequisites: None

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

	Class	Lab	Clin/ WExp	Credit Hours

SAB 125   SAB CASE MGMT   2   2   0   3
Prerequisites: SAB 120
Corequisites: None

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 130   ADDICTIVE BEHAVIORS   3   0   0   3
Prerequisite: None
Local Prereq: PSY 150 or permission of instructor
Corequisite: None

This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.

SAB 135   ADDICTIVE PROCESS   3   0   0   3
Prerequisites: PSY 150
Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 140   PHARMACOLOGY   3   0   0   3
Prerequisites: None
Corequisites: None

This course covers the pharmacology of psychoactive drugs and abused chemicals and treatment options. Emphasis is placed on the use of psychoactive drugs and related psychological and social complexities, including models for prevention and treatment. Upon completion, students should be able to understand and identify theories of addiction, major classes of drugs, treatment alternatives, and social repercussions.

SAB 210   SUB ABUSE COUNSELING   2   2   0   3
Prerequisites: None
Corequisites: None

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

SAB 220	GROUP TECHNIQUES/THERAPY	2	2	0	3

Prerequisites: HSE 112
Corequisites: None

This course provides a practical guide to diverse methods of group therapy models used in the specific treatment of substance abuse and addiction. Emphasis is placed on the theory and practice of group therapy models specifically designed to treat the cognitive distortions of addiction and substance abuse. Upon completion, students should be able to skillfully practice the group dynamics and techniques formulated for substance abuse and addiction.

SAB 230	FAMILY THERAPY	2	2	0	3

Prerequisites: None
Corequisites: None

This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment.

SAB 235	CHILDREN AND ADOLESCENTS	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers specialized treatment for the developmental stages of children and adolescents in which psychoactive drugs impair development. Emphasis is placed on human development as it relates to substance abuse treatment for children and adolescents. Upon completion, students should be able to demonstrate knowledge of the cognitive behavior changes which are influenced by psychoactive drugs.

SAB 240	SAB ISSUES IN CLIENT SERV	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be

able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 250	PREVENTION & EDUCATION	2	0	0	2

Prerequisites: SAB 140
Corequisites: None

This course uses various approaches to designing and implementing education programs concerning substance abuse, intervention, and relapse prevention for adolescents and adults. Emphasis is placed on the education of individuals and substance abusers/users and their families. Upon completion, students should be able to present a wide variety of education programs for individuals and substance abusers/users and their families.

SOCIOLOGY

SOC 210	INTRODUCTION TO SOCIOLOGY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213	SOCIOLOGY OF THE FAMILY	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

	Class	Lab	Clin/ WExp	Credit Hours
SOC 215 Group Processes	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours
SOC 220 SOCIAL PROBLEMS	3	0	0	3

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

	Class	Lab	Clin/ WExp	Credit Hours
SOC 252 SOCIOLOGY OF WORK	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides an understanding of the work experience in terms of rewards, satisfaction, exploitation, alienation, and institutional function and structure. Topics include an examination of industrial, professional, office, and executive work settings in relation to technology, management, and career opportunities. Upon completion, students should be able to understand work in its changing roles, institutions, and economic impact. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SONOGRAPHY

	Class	Lab	Clin/ WExp	Credit Hours
SON 110 INTRODUCTION TO SONOGRAPHY	1	3	3	3

Prerequisite: None
Local Prereq: Enrollment in the Medical Sonography
or Cardiovascular Sonography programs
Corequisite: None
Local Coreq: SON 130

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

| SON 111 | SONOGRAPHIC PHYSICS | 3 | 3 | 0 | 4 |

Prerequisite: CVS 163 or SON 110
Corequisite: None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

| SON 120 | SON CLINICAL EDUCATION I | 0 | 0 | 15 | 5 |

Prerequisite: SON 110
Corequisite: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

| SON 121 | SON CLINICAL EDUCATION II | 0 | 0 | 15 | 5 |

Prerequisite: SON 120
Corequisite: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

| SON 130 | ABDOMINAL SONOGRAPHY I | 2 | 3 | 0 | 3 |

Prerequisite: None
Local Prereq: Enrollment in the Medical Sonography program
Corequisite: None

This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

| SON 131 | ABDOMINAL SONOGRAPHY II | 1 | 3 | 0 | 2 |

Prerequisite: SON 130
Corequisite: None

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

SON 140	GYNECOLOGICAL SONOGRAPHY	2	0	0	2

Prerequisite: SON 110 *or enrollment in the Medical Sonography program*
Corequisite: None

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

SON 220	SON CLINICAL EDUCATION III	0	0	24	8

Prerequisites: SON 110 and SON 121
Corequisite: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 221	SON CLINICAL EDUCATION IV	0	0	24	8

Prerequisite: SON 220
Corequisite: None

This course provides continued active participation off-campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 225	CASE STUDIES	0	3	0	1

Prerequisite: SON 110 or CVS 163 *or Enrollment in the Cardiovascular or Medical Sonography program*
Corequisite: None

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

SON 241	OBSTETRICAL SONOGRAPHY I	2	0	0	2

Prerequisite: SON 110 *or enrollment in the Medical Sonography certificate program*
Corequisite: None

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

| SON 242 | OBSTETRICAL SONOGRAPHY II | 2 | 0 | 0 | 2 |

Prerequisite: SON 241
Corequisite: None

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

| SON 250 | VASCULAR SONOGRAPHY | 1 | 3 | 0 | 2 |

Prerequisite: SON 111
Corequisite: None

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

| SON 289 | SONOGRAPHIC TOPICS | 2 | 0 | 0 | 2 |

Prerequisites: SON 110 and SON 220
Corequisite: SON 221

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPANISH

| SPA 111 | ELEMENTARY SPANISH I | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish, and to demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class	Lab	Clin/ WExp	Credit Hours

SPA 112   ELEMENTARY SPANISH II   3   0   0   3
Prerequisite: SPA 111
Corequisite: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish, and to demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 161   CULTURAL IMMERSION   2   3   0   3
Prerequisites: SPA 111
Corequisites: None

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 211   INTERMEDIATE SPANISH I   3   0   0   3
Prerequisite: SPA 112
Corequisite: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212   INTERMEDIATE SPANISH II   3   0   0   3
Prerequisite: SPA 211
Corequisite: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 221   SPANISH CONVERSATION   3   0   0   3
Prerequisites: SPA 212
Corequisites: None

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SOCIAL WORK

SWK 110	INTRO TO SOCIAL WORK	3	0	0	3

Prerequisites: None
Local Prereq: ENG 095
Corequisites: None

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

SWK 113	WORKING WITH DIVERSITY	3	0	0	3

Prerequisites: None
Local Prereq: ENG 095
Corequisites: None

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

WELDING

WLD 110	CUTTING PROCESSES	1	3	0	2

Prerequisite: None
Corequisite: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112	BASIC WELDING PROCESSES	1	3	0	2

Prerequisite: None
Corequisite: None

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This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115	SMAW (STICK) PLATE	2	9	0	5

Prerequisite: None
Corequisite: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116	SMAW (STICK) PLATE/PIPE	1	9	0	4

Prerequisite: WLD 115
Corequisite: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121	GMAW (MIG) FCAW/PLATE	2	6	0	4

Prerequisite: None
Corequisite: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup, fillet, and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122	GMAW (MIG) PLATE/PIPE	1	6	0	3

Prerequisite: WLD 121
Corequisite: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131	GTAW (TIG) PLATE	2	6	0	4

Prerequisite: None
Corequisite: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132 GTAW (TIG) PLATE/PIPE	1	6	0	3

Prerequisite: WLD 131
Corequisite: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 SYMBOLS AND SPECIFICATIONS	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 151 FABRICATION I	2	6	0	4

Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131
Corequisite: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 212 INERT GAS WELDING	1	3	0	2

Prerequisites: None
Corequisites: None

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

WLD 215 SMAW (STICK) PIPE	1	9	0	4

Prerequisites: WLD 115 or WLD 116
Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 221	GMAW (MIG) PIPE	1	6	0	3

Prerequisites: WLD 122
Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

WLD 251	FABRICATION II	1	6	0	3

Prerequisite: WLD 151
Corequisite: None

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

WLD 262	INSPECTION AND TESTING	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

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"The staff and programs administered at PCC have allowed me and my family to flourish socially, professionally, and academically in today's competitive environment."
~Crystal Talmadge
Business Administration Graduate
May 2000

As a single parent and mother of five children, Crystal Talmadge made a difficult but life altering decision to further her education in order to advance her career and provide a better life for her children. Through the Work Force Investment Program, she chose to attend PCC and major in Business Admin-istration. While a student, she took full advantage of all extra-curricular activities as well. She was an active member of SGA, Gamma Beta Phi Honor Society, and a part-time administrative assistant. Crystal is now an accountant with BB&T in Wilson and has received two Bachelor's Degrees from Wesleyn College. She is proof that motivation and dedication will allow you to achieve your goals.

This is where it all begins
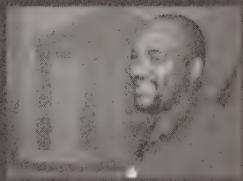
educating and empowering people for success

PITT
Community College

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"What a great program...I really enjoyed all the instructors at PCC."

—Steve Wallace
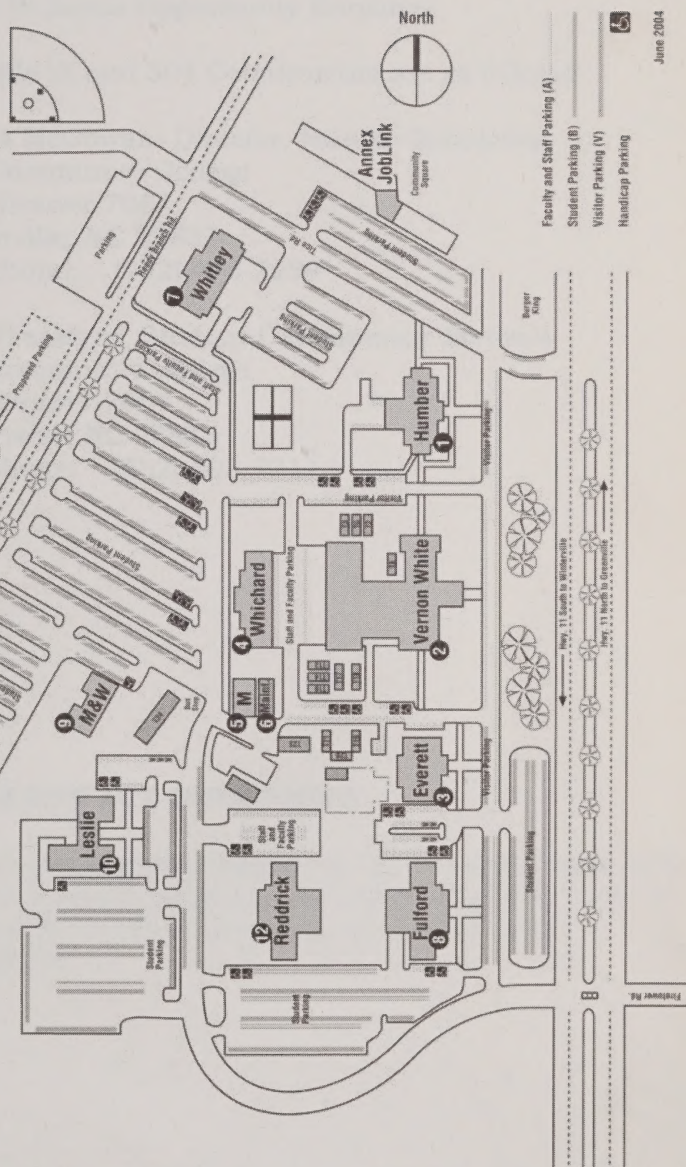Early Childhood Education
Graduate, 2001
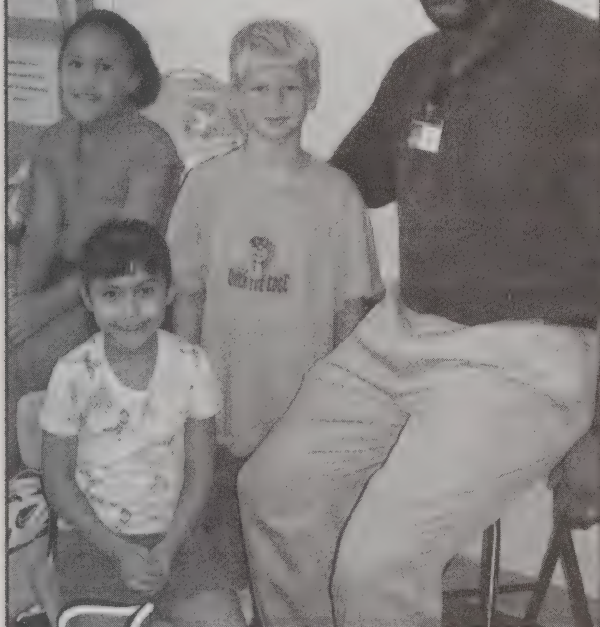
At age 38, Steve Wallace did not plan on changing careers. But the textile plant where he worked closed, and he was offered the chance to go back to school. The company paid for him to learn a new skill, and Steve chose Early Childhood Education at Pitt Community College. While at PCC, he was also a Student Ambassador. Steve really wanted to teach elementary school and after graduating in 2001, he was hired as a Teacher's Assistant at Northwest Elementary. He is currently pursuing his Bachelor's degree in education, and is happy with his decision to pursue his dream.

This is where it all begins

educating and empowering people for success

PITT
Community College
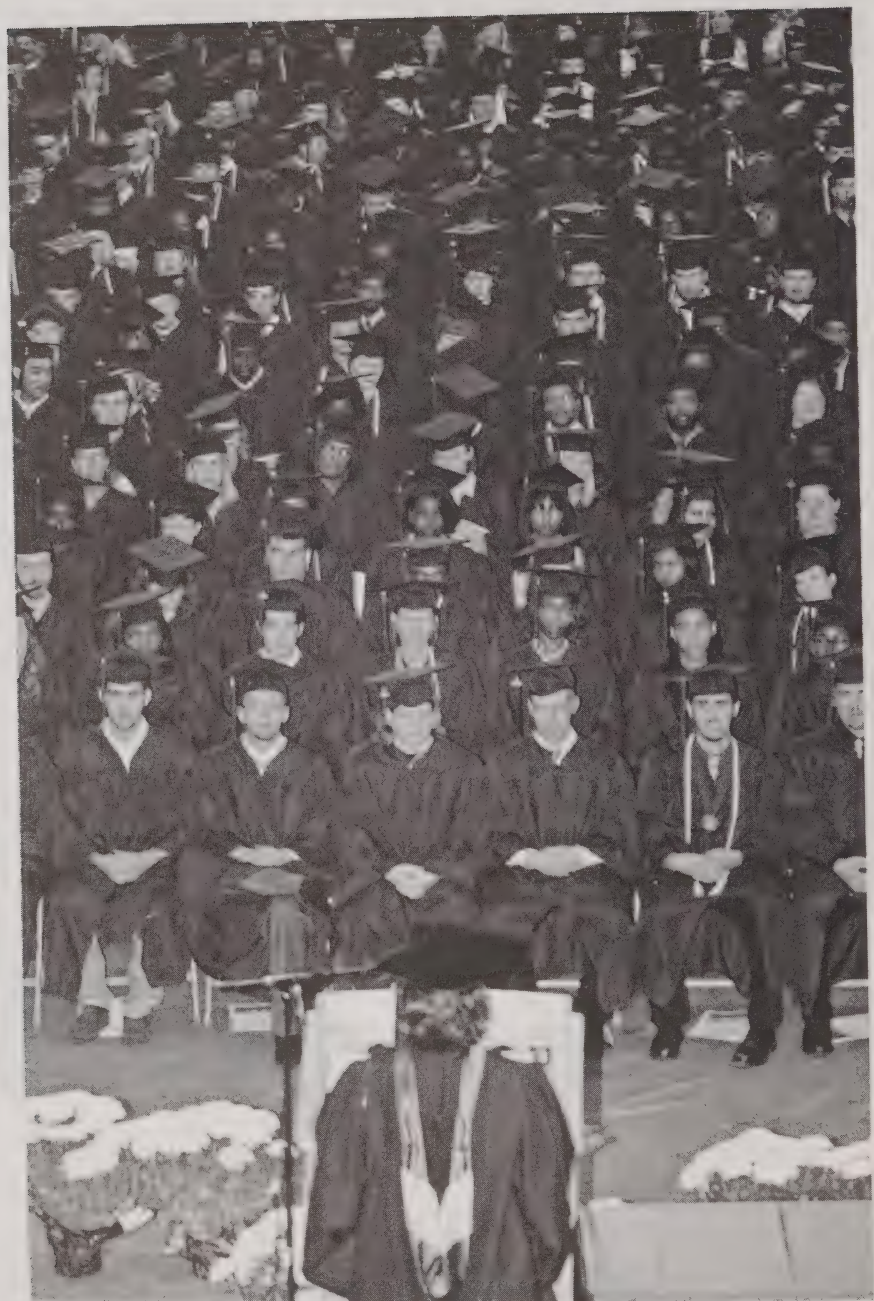
Buildings

1. Humber Building (RLH)
2. Vernon White Building (VEW)
3. Everett Building (CWE)
4. Whichard Building (KXW)
5. Metal Building (M)
6. Maintenance (MNT)
7. A.B. Whitley Building (ABW)
8. Fulford Building (WEF)
9. Masonry & Welding Building (M&W)
10. Leslie Building (GHL)
11. Ed & Joan Warren Building (E&JW)
12. Reddrick Building (RR)

North

Annex
JobLink
Community Square

Whitley

Humber

Warren

Whichard

Vernon White

Leslie

M&W

M
Maint

Everett

Reddrick

Fulford

Burger King

Hwy. 11 South to Winterville
Hwy. 11 North to Greenville

Firetower Rd.

Third Street Ext.
Tice Rd.

Faculty and Staff Parking (A)
Student Parking (B)
Visitor Parking (V)
Handicap Parking

Student Parking
Staff and Faculty Parking
Visitor Parking
Proposed Parking
Parking

Pitt Community College

Is An Equal Opportunity Institution
And
It Is An Equal Opportunity Employer

The College's Title IX and 504 Coordinators are as follows:

For Employees: Debra McGowan, Director, Human Resources
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
Telephone: (252) 493-7289

For Students: Vice President, Student Development Services
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
Telephone: (252) 493-7211

STUDENT RIGHT-TO-KNOW ACT DISCLOSURE

In compliance with the Student Right-To-Know Act, Pitt Community College hereby discloses a 4-year average graduation/completion rate of 11% for the 2001 cohort of full-time, first-time degree/diploma/ certificate seeking students.